



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

# UNIVERSITY POLICY MANUAL

## **Policy Title: Drop and Withdrawal Policy**

Policy Administrator: Provost and Vice President, Academic Affairs

Authority: FS 99-07; FS 16/17-80

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Index Cross-References:

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While the Drop and Withdrawal Policy covers all academic sessions, the deadlines described within the Policy are based on a normal, 15-week semester. Equivalent deadlines for summer, winter, and other special session courses may vary and enrolled students should ensure they are familiar with such dates for those academic sessions.

### **I. Financial Implications of Drops or Withdrawals**

Dropping or withdrawing from courses may cause students to incur partial fees and/or to repay certain types of financial aid. Students will be charged registration fees for all courses not dropped prior to the first day of instruction.

Prorated fees are charged from the first day of the semester until the day of the drop – through 60% of the semester – regardless of when the student enrolled, or when the course began. Students dropping from full-time to half-time after the second week are still responsible for full-time fee charges.

The deadline to drop from full-time to half-time (to be charged only half-time fees) is the end of the second week of instruction. For information about the financial implications of dropping or withdrawing from courses, students should contact the Bursar's Office<sup>1</sup> and/or the Financial Aid Office<sup>2</sup> and review the drop and withdrawal policies of those respective offices.

### **II. Dropping Courses**

Each student has the responsibility of dropping any courses in which he/she is enrolled but is not attending or stopped attending.

Although instructors may exercise their authority to administratively remove any student who during the first two weeks of instruction fails to attend, students should not assume they will be dropped by this procedure. Students will receive a final grade of "F" or "WU" in courses they fail to drop officially. "Failure to attend" is defined as failure to attend any two class meetings (for courses that meet two or more times a week), one class meeting (for courses that meet once a week), or the initial meeting of those courses that require attendance at the first class meeting. Students should verify their registration to make sure they are enrolled in only the classes they are attending.

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<sup>1</sup> Bursar's Office, Fees, Deadlines and Refunds, [http://csus.edu/aba/bursars-office/fees\\_deadlines\\_refunds.html](http://csus.edu/aba/bursars-office/fees_deadlines_refunds.html)

<sup>2</sup> Financial Aid Office, Withdrawal Policy & Procedures, <http://www.csus.edu/faid/policies/withdrawal%20policy.html>; Financial Aid Office, Frequently Asked Questions, <http://www.csus.edu/faid/policies/withdrawal%20policy.html>

Students wishing to withdraw from all courses should fill out and follow the instructions on the Semester Withdrawal Form.

Until the end of the second week of instruction, students drop courses by using campus-wide electronic systems for course adds and drops.

Drops during the third and fourth weeks of instruction are processed in the academic department offering the course and require instructor and department chair approval.

### **III. Withdrawal from a Course**

Drops *after the fourth week* of the semester (census date) are called withdrawals. The approved Add/Drop/Withdrawal must be submitted to the Bursar's Office after the fourth week.

Students may withdraw from no more than 18 units in their undergraduate career, unless an exception is granted (any "W" grades received prior to the Fall 2010 semester do not count towards the 18 unit maximum).

If students are seeking to drop or withdraw from an individual course or courses after the fourth week of the semester, and have reached the University maximum of 18 units of "W" grades allowable, they must submit an approved Petition to Add/Drop/Withdraw as a supplement to their Petition for Exception: Withdrawal in Excess of 18 units.

Withdrawals after the fourth week of the semester are granted only for "serious and compelling" reasons:

Withdrawal during the 5th and 6th week of the semester requires the signature of the course instructor and the department chair. Reasons for dropping in during this period include medical circumstances, carrying an excessive course load, student's inadequate academic preparation for the course, or the student having significant job or career changes.

Withdrawal during the 7th through the 12th week requires the signature of the course instructor, the department chair, and the college dean. Reasons for withdrawal during this period include only medical or work-related circumstances clearly beyond the control of the student. A student initiated job change, carrying an excessive course load, or inadequate preparation do not qualify.

Withdrawal is allowed after the 12th week of instruction only in exceptional cases, such as in cases of accident or serious illness, due to circumstances beyond the student's control. Signatures from the course instructor, the department chair, and the college dean are required, and the student must meet with a counselor in the Student Services Center. Withdrawals approved during the last three weeks of the semester will not count towards the 18 unit maximum; however, a grade of "W" is still recorded on the transcript.

Drops and withdrawals are allowed at any point in the semester for reasons stated in the Field Trip Policy.

### **IV. Withdrawal from the University**

Sacramento State students withdrawing from all courses for physical, emotional, financial, family health, or other non-academic reasons must receive approval from the appropriate office before leaving the University: from the Student Service Center for undergraduate students; from the Office of Graduate Studies for graduate and credential students.

Withdrawals from the University *during the final three weeks* of the semester shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal are clearly beyond the student's control and the assignment of Incompletes in each course is not practical. Documentation will be required.