

Add/Drop/Withdrawal Guidelines

Note: A Drop refers to students dropping a course before the census date. A withdrawal is an action done after the census date and results in a W on the transcript. At the university level, withdrawal from a course is handled differently from withdrawing from all courses at the same time, which is a withdrawal from the university.

Each student has the responsibility of dropping any courses in which he/she is enrolled but is not attending or stopped attending. Students will receive a final grade of "F" or "WU" in courses they fail to drop officially. Students should verify their registration to make sure they are enrolled in only the classes they are attending.

Requests need to be submitted by the deadline. It is strongly advised to also email your instructor to allow time for the signature process.

	Drops and Withdrawals	Adding a Course
Weeks 1 and 2	<p>Courses are dropped by students themselves through their Student Center. There is no record of this on the transcript.</p> <p>Faculty may drop students for Failure to Attend (see defn at end of this chart)</p>	<p>In the Math/Stat department, students must receive faculty permission to add a course. Adds are processed via an OnBase form submission after the student has attended the class and talked to the instructor. (Permission numbers via CMS are not used.) Other departments may allow adding through their Student Center during this period.</p>
Weeks 3 and 4	<p>Courses are dropped by students themselves by submitting an OnBase form, which the faculty and chair then sign. There is no record of this on the transcript.</p>	
Weeks 5 and 6	<p>Students must request to withdraw from a course by submitting an OnBase form, which requires the faculty and department chair signature. A student will have a W (withdrawal) on their transcript if approved.</p> <p>Reasons for dropping during this period include medical, carrying an excessive course load, student's inadequate academic preparation for the course, or the student having significant job or career changes.</p>	<p>Adds are no longer allowed after four weeks of classes (i.e. not allowed after the census date).</p> <p>(Note: occasionally census date occurs on Monday of week 5, but the general rule is to get all the adds done by the end of week 4)</p>

<p>Weeks 7-12</p>	<p>Students must request to withdraw from a course by submitting an OnBase form, which requires the faculty, department chair, and college dean signature. A student will have a W (withdrawal) on their transcript if approved.</p> <p>Reasons for withdrawal during this period include only medical or work-related reasons clearly beyond the control of the student; a student initiated job change, carrying an excessive course load or inadequate preparation does not qualify.</p>	
<p>Weeks 13-15</p>	<p>Withdrawal is approved only in exceptional cases, such as in cases of accident or serious illness where the cause is due to circumstances beyond the student's control. All signatures are required and the student must meet with an Academic Advisor in the Academic Advising 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.</p>	<p>Adds are no longer allowed after the census date.</p>
<p><u>Total Withdrawal From The University</u></p> <p>In accordance with University policy students who are withdrawing from the University (dropping their entire schedule) will have permission to drop any mathematics or statistics class. Students wishing to withdraw from all courses should fill out the SEMESTER WITHDRAWAL FORM. <i>For further information on withdrawal procedures, see 'Registration/Enrollment' procedures in the latest CSUS Catalog.</i></p>		
<p><u>Failure to Attend</u></p> <p>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.</p>		