MATHEMATICS AND STATISTICS DEPARTMENT
DROP POLICY

PRINCIPLES:

1. In registering for a class, the student makes a definite commitment to attend and complete the course.
2. In offering a course, the University and department make a definite commitment to provide, through instruction in the subject matter, the opportunity to learn.

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ATTENTION STUDENTS: Although instructors may exercise their ability to administratively drop any student who fails to attend during the first two weeks of instruction or to satisfy prerequisites for the course (e.g., diagnostic exam, coursework), it is your responsibility to drop the course. **If you fail to drop officially, you will receive a final grade of "F" or "WU" in the class.**

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I. Dropping SELECTED Classes**:**

A. **DROPPING DURING THE FIRST FOUR WEEKS - Deadline: Census Date (Monday, February 18, 2019).**

- Until the end of the second week of instruction, students are expected to drop courses by using "*My Sac State"* (https://www.my.csus.edu).
- During the third and fourth weeks, students may drop any mathematics or statistics course by submitting a signed drop permit to the Mathematics Department Office in BRH 141. You will not receive a "W" if you drop during this time. **Students submitting a drop permit should check on "My Sac State" that the course has been dropped from their schedule prior to the 5:00 pm deadline on the Census Date.**

B. **DROPPING DURING THE FIFTH AND SIXTH WEEK - Deadline: Friday, March 1, 2019.**

Drops after the fourth week of the semester (census date) are called withdrawals. The approved PETITION TO ADD/DROP/WITHDRAW FROM COURSES AFTER DEADLINE must be submitted to the Registrar's Office (Lassen Hall) after the fourth week. Withdrawals will result in a "W" grade.

- **It is the student's responsibility to obtain signatures and submit the petition in Lassen Hall.**
- 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).
- 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 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.

C. **DROPPING AFTER THE SIXTH WEEK**

- 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 reasons clearly beyond the control of the student; a student initiated job change, carrying an excessive course load or inadequate preparation does not qualify.
- Withdrawal is allowed after the 12th week of instruction 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.

The performance of each student enrolled in a mathematics or statistics class will be evaluated by the class instructor no later than Wednesday of the sixth week of instruction and each student shall be informed of his/her performance using the A, B, C, D, F standard by Friday of the sixth week of classes.
Beginning Monday of the seventh week of classes, students will be allowed to drop a class **ONLY IF**

1. The student is passing the course with a grade of A, B, or C

AND

2. The student provides documentation on letterhead for career or medical excuse.

II. Dropping ALL Classes (Total Withdrawal From The University)

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. *For further information on withdrawal procedures, see 'Registration/Enrollment' procedures in the latest CSUS Catalog.*

Please check your class schedule on *My Sac State* by Thursday, February 14th to verify your enrollment. This will allow you one day to make corrections, if needed, before the deadline.

❖ Adding after the 4th week of classes is allowed only under extenuating circumstances. (Not knowing you were not enrolled is not an extenuating circumstance.)