

ACADEMIC POLICIES COMMITTEE
2015-2016

Friday, March 18, 2016
2-3:30pm, Sacramento Hall 161

MEMBERS

Stephen Blumberg (Music, A&L)
Anne Bradley (Library, LIB)
Sue Escobar, Chair (Criminal Justice, HHS)
Jean Gonsier-Gerdin (Teaching Credentials, EDU)
Amber Gonzalez (Undergraduate Studies, EDU)
Jacqueline Irwin (Communication Studies, A&L)

Yang Li (Marketing & Supply Chain Management, CBA)
Todd Migliaccio (Sociology, SSIS)
Matt Schmidlein, (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)
Rustin Vogt (Mechanical Engineering, ECS)

NON-VOTING/EX-OFFICIO MEMBERS

Sylvester Bowie (Faculty Senate)
Jasmine Murphy (Academic Advising Center)
Dennis Geyer (Office of the University Registrar)
Don Hunt (Division of Student Affairs)
Don Taylor (Office of Academic Affairs)

Kris Trigales (Office of the University Registrar)
Marcellene Watson-Derbigny (Student Academic
Success/Educational Opportunity Program)
Aryn Fields (Associated Students, Inc.)
Gabriel Hernandez (University Staff Assembly)

AGENDA

1. **Call to Order**
2. **Blended Programs Policy (Appendix A) Time Certain: 2:00pm (Julian Heather, Chair, GSPC)**
3. **Open Forum**
Brief period for members to raise issues related to the committee charge that are not on today's agenda.
4. **Approval of the Agenda**
5. **Approval of Minutes from March 4, 2016 (Appendix B)**
6. **Progress to Degree for High Unit Seniors, Establishment of Policy On (Appendix C).**
Edits from President Nelsen, March 4, 2016. The President's Office is seeking our review and feedback regarding President Nelsen's edits to the policy.
7. **Drop Policy, Amendment of. (Appendix D)**
8. **Information: Todd's Ad Hoc Working Group - Update**
8. **Meeting Schedule for Spring 2016**

February 5	March 18	May 6
February 19	April 1	
March 4	April 15	

8. **Adjournment**

FS 15/16-XX/GSPC/ Blended Programs Policy, Establishment of

The Faculty Senate recommends establishment of the Blended Programs policy, effective upon approval by the President.

Blended Programs Policy

Blended programs are designed to provide an alternative route to a master's degree and may aid in student recruitment, retention, and graduation rates. They may also enhance the undergraduate learning experience by allowing programs to provide students with the possibility of earning graduate credit for several of their senior electives and/or completing a meaningful capstone experience that integrates the senior project with the graduate thesis/project.

I. Establishment of a Blended Program

A blended program is a joint BA/MA or BS/MS program. Academic units that choose—without coercion from administrators, legislators, or other powerful beings—to establish a blended program must follow the normal curricular review process. A blended program must meet the following criteria:

- a. Title V requires completion of 120 units for a Baccalaureate degree and 30 units for a Masters degree. Thus, a minimum of 150 units are required for a blended program.
- b. Curricula for blended programs must adhere to existing campus policies on curriculum requirements for both Baccalaureate and Graduate degrees.
- c. The blended program must include blended units. Blended units are graduate-level courses required for the master's degree which students in a blended program take while in undergraduate status.

II. Admission to Blended Program

Campus policy¹ requires all students to declare a major by the time they have completed 60 units towards the degree. Students may apply to the blended program within their respective departments after 60 units, but they must complete their application while in undergraduate status and prior to obtaining 90 semester units.

All applicants must have a minimum cumulative grade point average of at least 2.50 to apply to a blended program. Individual programs may determine additional criteria for admission, including a cumulative grade point average above 2.50. The criteria for admission will be approved through the normal curricular review process.

Once admitted to a blended program, all students must maintain a minimum cumulative grade point average of at least 2.50. Individual programs may also establish additional criteria and policies for maintaining status in their blended program, including a cumulative grade point average above 2.50.

Admission to a blended program does not constitute recognition of graduate status by the Office of Graduate Studies. Students will be considered to be formally pursuing the blended degree objective when

¹<http://www.csus.edu/acaf/academic%20resources/policies%20and%20procedures/Timely%20Declaration%20of%20Major.html>

1 they are accepted into the blended program by the department/college faculty. Students will not be
2 recognized for graduate status until an “Application to Transition to Graduate Studies” has been approved
3 by the Graduate Dean (see Section III).
4

5 Upon accepting applicants into a blended degree program, the Graduate Coordinator will notify the Office
6 of Graduate Studies of this decision, and an evaluation of the student’s blended program will be prepared
7 and forwarded to the student and the coordinator.
8

9 **III. Change to Graduate Status**

10 Students in blended programs do not apply for the graduate program through CSU mentor and do not pay
11 an application fee for the graduate program.
12

13 The Office of Graduate Studies will work with the Undergraduate Degree Evaluations unit. When a
14 student in a blended program has earned 120 units, the Office of Graduate Studies will notify the
15 academic department that the student is eligible to submit a transition application for the graduate portion
16 of the blended program, and the university will post the undergraduate degree. After the student submits
17 the “Application to Transition to Graduate Studies,” the student will be matriculated for the following
18 term as a graduate degree seeking student if the following minimum eligibility requirements are met:
19
20

- 21 1. Successful completion of a minimum of 120 units. These units must count toward one of the two
22 degrees (Baccalaureate or Masters) that will ultimately be awarded in the blended program; they
23 need not be restricted to those counting toward the undergraduate degree alone.
- 24 2. Minimum 2.5 GPA in the last 60 semester-units attempted or the minimum cumulative GPA
25 specified by the program, if higher. Note that students, once admitted to graduate standing, must
26 maintain a cumulative 3.0 GPA or better. In courses that appear on the Formal Study Plan for the
27 graduate degree, no grade lower than a “B” may be counted toward the master’s degree unless
28 expressly permitted by a campus-approved written policy of the graduate program.
29

30 Once students in a blended program are matriculated as graduate degree seeking students, they are subject
31 to the same policies and procedures as other graduate degree seeking students.
32

33 **IV. Award of Degrees**

34 The student applies to graduate for the baccalaureate degree the semester before the student will complete
35 the baccalaureate degree requirements. Upon evaluation of the baccalaureate degree requirements, if the
36 student has satisfied all requirements for the baccalaureate degree, the degree will be awarded.
37
38

39 The student must have an Advancement to Candidacy form approved by the Office of Graduate Studies
40 and a minimum cumulative GPA of 3.0 and no grade lower than a “B” unless expressly permitted through
41 the campus curricular review process.
42

43 Student apply to graduate for the master’s degree in the semester in which the student will complete the
44 degree requirements for that degree.
45

46 Upon evaluation of the master’s degree requirements, if the student has satisfied all requirements for the
47 master’s degree, the degree will be awarded.
48

49 If a blended student opts out of or otherwise fails to complete the MA/MS after completing the BA/BS,
50 blended units cannot be used toward the MA/MS degree (even if student is admitted for a future term).

Faculty Senate Meeting
September XX, 2015

Attachment: FS 15/16-XXXx

TRANSMITTAL DOCUMENT (*This document is required by Academic Affairs to ensure accuracy and consistency in updates to the University Policy Manual.*)

FS 15/16-XXX/GSPC/EX

Blended Programs Policy

1. **Senate Action Language:** The Faculty Senate recommends establishment of the Blended Programs policy, effective upon approval by the President.
2. **Effective Date of New/Revised Policy:** Upon approval by the President.
3. **Senate approval date and FS # of any policy that is superseded.** N/A
4. **Cross References:**
<http://www.csus.edu/af/academic%20resources/policies%20and%20procedures/timely%20declaration%20of%20major.html>
<http://www.csus.edu/umanual/AcadAff/FSN00010.htm>
<http://www.csus.edu/umanual/AcadAff/FSU00010.htm>
5. **Policy Overview:** Defines the blended degree objective and outlines the academic objectives of a blended program, in accordance with CSU Policy. Specifies the eligibility criteria for and admission criteria to a blended program. Provides information about a student's status in the program and the process to award of both degrees.
6. **Who the policy applies to:** All departments establishing or offering a blended BA/MA or BS/MS degree objective.
7. **Why the policy is necessary:** Blended programs are designed to provide an alternative route to a master's degree and may aid in student recruitment, retention, and graduation rates. They may also enhance the undergraduate learning experience by allowing programs to provide students with the possibility of earning graduate credit for several of their senior electives and/or completing a meaningful capstone experience that integrates the senior project with the graduate thesis/project.

8. **Responsibilities (Implementation):** Departments with graduate programs who choose to establish or offer a blended degree program are expected to adhere to this policy if they want to or have a blended degree objective within their programs. The Office of Graduate Studies will coordinate with departments as they develop these opportunities and in the course of providing services to graduate students. Departments are responsible for following the procedures to enact a program change through the University's established curriculum review process.

9. **Procedures:** The policy will be distributed to Graduate Coordinators/Directors and Department Chairs to ensure its timely adoption.

10. **Consultation that has occurred:** GSPC has consulted with the Curriculum Policies Committee, the Academic Policies Committee, coordinators/directors of graduate programs, the Dean of the Office of Graduate Studies, and the Senate Chair.

11. **Other Considerations:** In preparing this policy, GSPC considered the importance of retention and facilitating pathways to earning degrees on this campus. Graduate Coordinators/Directors for programs with blended degree objectives are in support of having clear policy from which to advise students.



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Long Beach, CA 90802-4210

www.calstate.edu

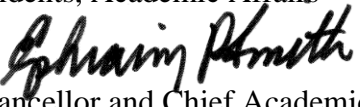
Ephraim P. Smith
Executive Vice Chancellor
and Chief Academic Officer
562-951-4710 / Fax 562-951-4986
Email esmith@calstate.edu

January 9, 2012

Code: AA-2012-01

MEMORANDUM

TO: Provosts/Vice Presidents, Academic Affairs

FROM: Ephraim P. Smith 
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: “Blended” or “4 + 1” Bachelor’s and Master’s Degree Programs

This coded memorandum establishes systemwide minimum processes and policies pertaining to CSU undergraduate and graduate degree programs offered to students through simultaneous matriculation. Combinations that blend degree and credential programs are excluded, and issues not addressed in this memorandum shall be determined at the campus level.

Campuses are not required to offer blended programs, and the standards included herein are minimum requirements. Campuses wishing to offer blended bachelor’s and master’s programs will need to be aware that timely coordination is required between the academic department and the campus registrar’s office to ensure accurate recording of the student’s transition from undergraduate to graduate status. This will have direct consequences for student fee assessment and financial aid eligibility, as types of aid and award amounts may vary according to the student’s official academic objective. Appropriate state funding to the campus will also depend on accurate recording of student transition in blended programs.

1. Authorization to Implement Blended Programs

The president or designee is authorized to implement programs blending existing baccalaureate and master’s degree programs in the same support mode and for the purposes of providing an accelerated pathway to a master’s degree, and to enhance the undergraduate learning experience. Campuses shall establish, monitor, and maintain appropriate academic rigor and quality.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

- 1.1 Authority to grant postbaccalaureate and graduate special-action admission is provided under Title 5 section 41001:

An applicant who does not qualify for admission under the provisions of subdivisions (a) or (b), or both such subdivisions, of Section 41000, may be admitted by special action if on the basis of acceptable evidence the applicant is judged by appropriate campus authority to possess sufficient academic, professional and other potential pertinent to the applicant's educational objectives to merit such action.

- 1.2 Blended programs must meet all applicable CSU policies and state and federal laws.

2. Reporting

- 2.1 Blended bachelor's and master's degree programs will continue to use the existing CSU degree program codes (formerly "HEGIS") and Classification of Instructional Programs (CIP) codes for their component undergraduate and graduate degree programs. Unlike concurrent degree programs, new CSU degree codes will not be assigned for the blended bachelor's and master's programs.
- 2.2 To ensure that enrollments are reported accurately, the campus is required to notify Academic Programs and Policy in the Chancellor's Office, signaling an intention to implement the planned blended program. The resultant Chancellor's Office software edits will allow accurate reporting in the CSU Enrollment Reporting System (ERS), without receiving an "error" message.
- 2.3 While students in regular, non-blended, baccalaureate and graduate programs have a *degree objective code* that ranges from digits "2" to "7," students in blended programs have only the digit "9" as their degree objective code.
- 2.4 When a blended-program student has earned at least 120 semester/180 quarter units toward program completion, the campus will change the *student level code* to "5," signifying graduate standing. As these students have yet to attain either a baccalaureate or master's degree, their *degree held code* will remain as either "0" or "1." The term FTE calculation for these students will be: 12 units equals one FTES.

3. Application to Blended Programs

- 3.1 A student must apply to the blended program while in undergraduate status and will be admitted as an undergraduate to the bachelor's component of the blended program.
- 3.2 Students shall not be required to apply formally for graduate admission.

4. Enrollment and Enrollment Status

- 4.1 While in undergraduate status, a student in a blended program will take graduate-level courses required for the master's degree.
- 4.2 At the end of the first academic term in which blended-program students have earned at least 120 semester/180 quarter units (the minimum required for the regular baccalaureate major degree program), the campus will change the student-level codes to "5," signifying graduate degree objective status.
- 4.3 Units considered toward meeting this degree-objective status threshold may include either undergraduate or graduate, and shall include only those units that count toward satisfying either the bachelor's or master's requirements in the blended program.
- 4.4 To ensure proper awarding of degree credit, all *lower-division* work (including lower-division general education courses and American Institutions courses) shall be completed prior to changing to graduate degree objective status.

5. International (F-1 Visa Holder) Students

A letter must be submitted to the appropriate office on campus to indicate the change of degree status for international students. This requirement is related to the students' need to maintain full-time status, as the number of units required for full-time status is different at the undergraduate level and graduate level.

6. Tuition Fees

- 6.1 A student will be assessed the undergraduate State University Tuition Fee only during the time in which the blended-program student has earned fewer than 120 semester/180 quarter units applicable to the blended bachelor's and master's degree programs.
- 6.2 When the *degree-objective status* is changed to "graduate," the student will be assessed the graduate student fee, and may continue to take upper-division undergraduate courses.
- 6.3 Students in a master's degree program that has been authorized to assess the higher graduate professional degree ("MBA Fee") will only be charged that tuition fee for courses required to complete the fee-approved master's degree program.

7. Minimum Requirements for Completion of Blended Programs

A minimum of 150 semester units (120 + 30) or 225 quarter units (BS 180 + MS 45) are required in blended programs.

8. Provision for Completing the Baccalaureate Portion Only

If a student in a blended program opts not to complete the master's program but does complete the undergraduate degree requirements, undergraduate matriculation shall be re-opened in order to grant the baccalaureate degree. There shall be no related cost to the student nor refund of previous graduate fees paid.

9. Awarding of Degrees

Both degrees may be awarded during the same term and at a single graduation ceremony, as authorized by Executive Order 702 (<http://www.calstate.edu/EO/EO-971.html>).

Students are evaluated for Latin honors based on the first 120 semester units or 180 quarter units (i.e. the time period of undergraduate degree objective), regardless of the number of graduate courses taken prior to the transition to graduate status.

For questions regarding Enrollment Reporting System coding, please contact Dr. Philip Garcia at (562) 951-4764 or pgarcia@calstate.edu. Admission questions and Common Management System issues may be directed to Mr. Eric Forbes at (562) 951-4744 or eforbes@calstate.edu. Financial aid questions should be addressed to Mr. Dean Kulju at (562) 951-4737 or dkulju@calstate.edu. Dr. Christine Mallon may be reached at (562) 951-4672 or cmallon@calstate.edu to answer questions related to curriculum.

ES/clm

- c: Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs
Dr. James Postma, Chair, Academic Senate, CSU
Dr. Philip Garcia, Senior Director, Analytic Studies
Mr. Eric Forbes, Assistant Vice Chancellor, Student Academic Support
Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research and Resources
Dr. Christine Mallon, State University Dean, Academic Programs and Policy
Dr. Beverly Young, Assistant Vice Chancellor, Teacher Education and Public School Programs
Campus Academic Senate Chairs
Associate Provosts/Associate Vice Presidents, Academic Affairs
Deans, Graduate Studies
Directors, Admission and Records

**2015-16 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES March 4, 2016**

Approved:

March 6, 2016

Members Present: Blumberg, Bradley, Escobar, Hunt, Irwin, Li, Migliaccio, Schmidlein,
Van Gaasbeck, Vogt, Hernandez, Murphy, Trigales, Taylor

Members Absent: Bowie, Fields, Geyer, Gonsier-Gerdin, Gonzalez , Watson-Derbigny

Guests Present: Anderegg, Malroutu, Slabinski

Call to Order: Called to order at 2:05 p.m.

1. Open Forum: N/A

2. Agenda Approved: Approved 2:07pm

3. Minutes for February 19, 2015 Reviewed. Minutes approved, 2:10pm

4. Timely Declaration of Major Policy, Amendment of. (Appendix B). The Committee reviewed the amended policy draft, which included 4 comments from the Executive Committee which had briefly reviewed the policy changes at its meeting on March 1st. After discussion, APC agreed with one recommendation pertaining to the “Expressed Interest” definition and decided to amend it to include a sentence at the end of the definition which states that completion of pre-requisites and submission of the supplemental application does not guarantee admission to the major program and made minor changes to the document. The other suggestions from Exec centered on concern with the 120 units maximum for changes of major and the requirement that students declare a major before or by the time they reach 60 units (some Exec folks felt that was too late and recommended “the 5th semester). The Committee is not going to change anything with respect to the 60 units or 120 units because those concerns were not brought to the Committee. In other words, APC was not tasked with reviewing those parts of the policy and, therefore, did not want to change anything or address them at this time. Chair Escobar agreed to make the one recommended change with respect to the definition of “Expressed Interest” status and bring back to Exec for the March 8th meeting.

5. Drop Policy, Amendment of. (Appendix C). The Committee discussed the newly posted Drop Policy, which is the policy that had been approved by the 98-99 Faculty Senate and then by President Gerth. The Committee considered adding language which would have allowed faculty to have a more restrictive drop policy so long as that language was included in their syllabi. However, the Committee felt that the Drop Policy already contains fairly restrictive parameters for dropping students from a course and

decided to ‘drop’ the idea of that more restrictive language. The Committee did decide to proceed with an amendment to the policy by taking part of the policy language and incorporating it into a more recent policy change (May 2010) regarding drops and withdrawals (specifically, *FS 10-60/APC/Ex. W (WITHDRAWAL) AND (WU) WITHDRAWAL UNAUTHORIZED POLICY)). This change occurred as a result of EO 1037. The Committee felt that the Drop Policy needs to be updated in order to reflect these changes. Therefore, Chair Escobar will bring back a draft of the proposed policy amendments for the next meeting on March 18th.

- 6. Information Item (T. Migliaccio).** T. Migliaccio brought up the Advising Policy in light of the fact that a number of issues the Committee is discussing are very much advising-related. He stated that one missing piece of the policy is that every department/unit on campus should develop an advising plan. However, in order to do that effectively, the departments will need access to various reports that are generated by different offices on campus. Some questions that arose included: (a) What kinds of reports are departments requesting? (b) using? (c) Are these “common reports” or other, more specific (i.e., focused on particular groups of students)? (d) What is actually contained in these reports? J. Murphy mentioned that there is a newly formed Advising Task Force on campus that is currently looking at the Advising Policy. The first item they are tackling is taking an inventory of the various types of advising that are happening on campus (and perhaps where it is happening). Rather than duplicate efforts, K. Van Gaasback, who is currently on the Advising Task Force, will be the ‘APC liaison’ and report back to the Committee.

7. Meeting Schedule for Spring 2016

February 5	March 18	May 6
February 19	April 1	
March 4	April 15	

- 8. Adjournment:** Meeting adjourned at 3:30pm.

Sue C. Escobar, Committee Chair

Edits by President Nelsen March 4, 2016

FS 14/15-51/APC/EX Progress to Degree for High Unit Seniors, Establishment of Policy On:

The Faculty Senate recommends establishment of a policy on Progress to Degree for High Unit Seniors, effective upon Presidential approval.

1. Institutes an explicit policy and procedure for assisting students who are identified as “super seniors” or High Unit seniors but have not yet completed a degree.
2. Focuses on intrusive advising to assist students in progressing to the degree.

Progress to Degree for High Unit Seniors Policy

Students who have obtained 150 units or more but who have not fulfilled requirements for their degree will be required to develop a plan for graduation with an advisor. The Dean of Undergraduate Studies and the Office of the Registrar will identify these students, contact them about their situation, and work with the academic advisor to place the student on a plan for graduation and monitor their progress to degree. The academic plan to graduate is considered an academic regulation for the student. Students who deviate from their academic plan to graduate without the agreement of their advisor can be administratively disqualified.

DRAFT

DRAFT

DRAFT

FS 15/16-xx/APC/ Drop and Withdrawal Policy, Amendment of

Dropping Courses

Each student has the responsibility of dropping any courses in which he/she is enrolled but did not attend 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.

Students wishing to withdraw from all courses should fill out the Semester Withdrawal Form.

Until the end of the second week of instruction, students drop courses by using "My Sac State," or the CMS Student Administration system. ~~by telephone during CASPER or CASPER Plus.*~~

Students will be charged registration fees for all courses not dropped prior to the first day of instruction. The drop in units refund deadline is the end of the second week of instruction.

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.

~~After the second week of instruction all drops are permitted only for serious and compelling reasons. Drops during the third through the sixth week of instruction require the signature of the course instructor and the department chair. Drops after the fourth week of instruction will result in a W grade recorded in the student's permanent record. Reasons for dropping include a student carrying an excessive course load, a student inadequately prepared for the courses, or a student having significant job/career changes and medical problems.~~

~~After the sixth week of the semester all drops require the approval of the course instructor, department chair and the college dean. Drops during this period must be for career related or medical reasons beyond the control of the student (a student initiated job change would not qualify) and must be verified in writing. No drops are allowed after the last week of instruction. Students will receive a final grade of WU or F in courses they fail to officially drop.~~

~~*CASPER and CASPER Plus has been replaced by CMS Student Administration.~~

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 Registrar's Office (Lassen Hall) 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. 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.

FS 99-07 approved by the Faculty Senate February 18, 1999

Approved by the President March 30, 1999

FS 10-60/APC/Ex (May 2010) (Approved by the President... ???)

***FS 10-60/APC/Ex. W (WITHDRAWAL) AND (WU) WITHDRAWAL UNAUTHORIZED POLICY**

The Faculty Senate recommends approval of the revisions to the “W (Withdrawal)” and “WU (WITHDRAWAL UNAUTHORIZED)” Policies to clarify the existing policy and to align with EO 1037. These policies replace the current policies and should be incorporated in their entirety into the University Manual as follows:

1. the retention of current policy which allows for withdrawal from a course in weeks 5 and 6 for reasons due to the student carrying an excessive course load or inadequate preparation for the course.
2. the retention of current policy which *does not* allow for withdrawal from a course in weeks 7 through 12 for reasons due to the student carrying an excessive course load or inadequate preparation for the course.
3. the retention of current policy that allows for students to “Petition to Discount First WU Grades”.
4. the revisions to *Withdrawal from the University* and the *Grade Correction and Deletion* policies to be consistent with changes mandated by EO 1037.
5. inclusion of the EO 1037 specified limit placed on the number of accumulated “W” units per student during their academic career at CSUS. The limit is 18 units and applies to “W” units recorded during weeks 5 through 12.

SUMMARY

DROPPING A COURSE

Week 1 through 4

Nothing is recorded on student’s record

W (WITHDRAWAL)

Weeks 5 through 12

Each student is limited to a maximum of 18 accumulated “W” units during their academic career at CSUS.

Weeks 5 through 6

For serious and compelling reasons including carrying an excessive course load or inadequate preparation for a course

Approval by the chair of the department offering the course.

Week 7 through 12

For serious and compelling reasons, but not including an excessive course load or inadequate preparation for a course

Approval by the chair of the department offering the course and College Dean

Week 13 through 15

Not permitted, except in cases of accident or serious illness where the cause is due to circumstances beyond the student's control

WU (WITHDRAWAL UNAUTHORIZED)

Grade Point Average (GPA) Calculations

For purposes of GPA calculation, the "WU" grade is equivalent to an "F".

Discounted First WU grade(s) are not included in the GPA calculation, however the "WU" grade(s) remain on the student's transcript

THE DROP AND WITHDRAWAL POLICY

DEFINITIONS:

Dropping a course refers to official removal from a course within the first four weeks of the semester (before census date). In this instance, nothing is recorded on the student's permanent record.

A *withdrawal* from a course is an official removal from a course after census date. A grade of "W" is recorded on the student's permanent record.

Enrollment Cancellation refers to students being administratively dropped from courses due to non-payment of fees. Enrollment Cancellation is done throughout the registration cycles prior to the census date. No "W" grades are recorded on the student's permanent record. If a student is *enrollment cancelled* during their first semester, they will be required to reapply for admission to the university.

An *Unauthorized Withdrawal* may result for failure to drop or withdraw properly from a course. In this case, a grade of "WU" is assigned by the instructor. (See "Unauthorized Withdrawal Policy" below)

Limit on Withdrawal. For all units attempted at California State University Sacramento, withdrawals made after the census date and prior to the last three weeks of instruction are limited to a combined total of no more than 18 semester-units during a student's academic career at CSUS [A process must be developed by APC to receive petitions for exceptions to this limitation.]

The *Student's Registration and Advising Guide* will contain established University procedures and timelines for dropping and withdrawing from courses, and also information regarding refund of registration fees upon withdrawal.

DROPPING COURSES:

Each student has the responsibility of dropping any courses in which he/she is enrolled, but did not attend or stopped attending. Such drops must be in accordance with established university procedures and timelines.

Within the first four weeks of instruction, instructors have the authority to administratively drop any student who fails to attend any two class meetings (for courses that meet two or more times a week) or one class meeting (for courses that meet once a week) during the first week of instruction. This includes online courses where students have failed to respond to the instructor's email request for acknowledgement of course attendance.

During the first four weeks of the semester, students may drop a course (or courses) without restriction or penalty to their academic record. Courses officially dropped during the first four weeks of instruction will not be recorded on the student's permanent record.

Students will receive a final grade of "WU", "F", or "NC" (whichever is appropriate) in courses they have stopped attending and have failed to officially drop or officially withdraw.

WITHDRAWAL FROM A COURSE:

All withdrawals *after the fourth week* of instruction are allowed only for serious and compelling reasons [EO 1037 language].

Acceptable reasons for a *withdrawal in weeks 5 and 6* of instruction include illness, change in employment schedule, and also carrying an excessive load or inadequate preparation for the course. During this time period, all withdrawals must have the approval of the instructor and the chair of the department offering the course [current CSUS policy].

Withdrawals in weeks 7 through 12 of instruction are allowed only for career-related or medical reasons beyond the control of the student. Carrying an excessive load or inadequate preparation for the course are not acceptable reasons. During this time period, all withdrawals must have the approval of the instructor, the chair of the department offering the course, and the college dean [current CSUS policy].

Withdrawals from a course (or courses) *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 an Incomplete is not practical. Students who must leave classes during this period should first consult with their instructors to determine whether a grade of Incomplete is appropriate.

Students will receive a final grade of “WU”, “F”, or “NC” (whichever is appropriate) in courses they have stopped attending and have failed to officially withdraw.

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 Academic Advising Office before leaving the University.

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. [EO 1037 language]. Documentation will be required.

UNAUTHORIZED WITHDRAWAL POLICY – WU (Withdrawal Unauthorized)

The University requires that students process an official drop or withdrawal online or by petition within published deadlines. Failure to withdraw properly from a course may result in assignment of a “WU”, “F”, or “NC” grade in the course.

The “WU” is may be assigned in the case where the student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of a letter grade (A – F).

For purposes of grade point average, a “WU” grade is equivalent to an “F”. However, in courses which are graded Credit/No Credit, the use of the “NC” grade should be assigned and not the “WU” grade.

Petition to Discount First WU Grade. In the first term that a student receives one or more “WU” grades, the student may petition to have the “WU” grades dropped from their GPA calculation. To do so the student must obtain a “Petition to Discount First WU Grade” from the University Registrar’s Office or the Academic Advising Center.

The student may submit a petition at any time prior to the conferral of degree. While the petition will result in the “WU” grades being excluded from the GPA calculation, the “WU” grade remains on the student’s transcript. The “Petition to Discount First WU Grade” only applies to the first term in which the student receives one or more “WU” grades. This “Discount” policy does not apply to “WU” grades earned in subsequent terms or “WU” grades received at institutions other than Sacramento State.

A student re-enrolling in a course in which the student previously received a discounted first WU grade, will not be considered to be officially repeating the course. These units will not be considered “repeat units” as specified in the University’s Repeat Policy.

GRADE CORRECTION AND DELETION POLICY

A grade correction is possible only in the case of a declared administrative error. A correction in letter grade must be approved by the instructor of record and the department chairperson by the last day of the semester, either spring or fall, after the grade is posted to the student’s record. The definition of administrative error is an error made by the instructor or assistant in grade determination or posting.

A grade change may not be made as a result of work completed or presented following the close of a grade period, except for completion of work when an Incomplete grade was issued. Grades cannot be changed to “W” nor can they be changed from a letter grade to Credit/No Credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and chair of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar. In the case where the course instructor and/or department chair is unavailable, the department faculty or a committee of department faculty must approve the grade correction. In such a case, a statement of the nature of the exception, the department’s method of approval, and the date of approval, must be forwarded with the grade correction.

A petition to delete grades-may be submitted for consideration by the Academic Standards Committee for the following reasons only:

1. To remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required;
2. To correct errors by academic departments. Department verification is required;
3. To correct errors made in registration (e.g., use of wrong class code). The registrar’s office must confirm this error.

Petitions to delete grades must be submitted within one academic year from the end of the semester in which the grade was received. After a degree has been awarded, no petitions will be considered to delete grades posted prior to that award.

<p>CSUS CATALOG</p> <p>WU - Withdrawal Unauthorized indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an</p>	<p>EO 1037</p> <p>6. W (Withdrawal). Withdrawal from a course (or courses) may be permitted, without restriction or penalty, during a time period established by the campus. However, this time period shall not extend beyond the census date. No symbol need be recorded in such instances. In connection with all other approved withdrawals, the "W" symbol shall be used.</p>
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<p>“F”. (See Deletion Policy)</p> <p>W - The symbol “W” indicates that the student was permitted to withdraw from the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in grade point calculation.</p> <p>NOTE. The University Manual does contain the complete policy nor does the Catalog.</p>	<p>6.a. Undergraduate students may withdraw from no more than 18 semester-units (27 quarter-units).</p> <p>6.b. Campuses may elect to be more restrictive on withdrawals than the maxima listed above.</p> <p>6.c. The limits apply only to units attempted at the campus.</p> <p>6.d. Withdrawals after the census date and prior to the last twenty percent of instruction may be assigned only for serious and compelling reasons. Permission to withdraw during this time shall be granted only with the approval of the instructor and the department chair and/or dean as described by campus policy. All requests to withdraw under these circumstances and all approvals shall be documented as prescribed by the campus. The requests and approvals shall state the reasons for the withdrawal. Records of such approvals shall be maintained in accordance with the campus record retention policy.</p> <p>6.e. Withdrawals shall not be permitted during the final twenty percent of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course, except that course grade and credit or an Incomplete may be assigned for courses in which sufficient</p>
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	<p>work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be approved by the academic administrator appointed by the president to act in such matters. Such withdrawals will not count against maximums provided for in 6.a.</p> <p>A "W" shall not be used in calculating grade point average or progress points.</p> <p>The following statement shall appear in the campus catalog:</p> <p>The symbol "W" indicates that the student was permitted to withdraw from the course after the __ (day/week) of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.</p> <p>In addition to this statement, the campus catalog shall include a description of the procedures to be followed in withdrawing from a class or from the campus. Such procedures shall be consistent with all applicable provisions of this executive order.</p> <p>6.f. WU (Withdrawal Unauthorized). The symbol "WU" shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to</p>
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	<p>complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of attendance by the student. The symbol "WU" shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit valuation, use of the symbol "WU" is inappropriate and "NC" shall be used instead. The following statement shall appear in the campus catalog:</p> <p style="padding-left: 40px;">The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F."</p> <p>If local campus policy prescribes other instances where this symbol may be used, the foregoing statement shall be extended to cover such instances.</p>
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Carried.