

**ACADEMIC POLICIES COMMITTEE**  
2016-2017

Friday, September 16, 2016  
2-3:30pm, Sacramento Hall 161

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**MEMBERS**

Sue Escobar, Chair (Criminal Justice, HHS)  
David Evans (Geology, NSM)  
Jean Gonsier-Gerdin (Teaching Credentials, EDU)  
Amber Gonzalez (Undergraduate Studies, EDU)  
Megan Heinicke (Psychology, SSIS)

Jacqueline Irwin (Communication Studies, A&L)  
Yang Li (Marketing & Supply Chain Management, CBA)  
Matt Schmidlein, (Geography, NSM)  
Tara Sharpp (Nursing, HHS)  
Kristin Van Gaasbeck (Economics, SSIS)

**NON-VOTING/EX-OFFICIO MEMBERS**

Julian Heather (Faculty Senate)  
Jasmine “Jazzie” Murphy (Academic Advising  
Center)  
Dennis Geyer (Office of the University Registrar)  
VACANT (Division of Student Affairs)  
VACANT (Office of Academic Affairs)

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

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**AGENDA**

**1. Call to Order**

**2. Open Forum**

Brief period for members to raise issues related to the committee charge that are not on today’s agenda.

**3. Approval of the Agenda**

**4. Approval of the Minutes (Appendix A)**

**5. Selecting a Liaison to the Readmission Subcommittee.** GENERAL INFO: APC liaisons are selected from the APC membership and serves on a subcommittee as an ‘Ex-Officio/Non-Voting’ member. Therefore, the individual should not also be a ‘Voting’ member of the subcommittee.

**6. Discussion Item:**

**Drop Policy, Amendment of. [FS 15/16-xx/APC/GSPC] (Appendix B)**

Policy changes aim to include most recent updates to W (Withdrawal) and Unauthorized Withdrawal (WU) Policy (eff. June 2, 2010) and current language re: drop/withdrawals in catalog. [still under review by the committee; Field Trip Policy needs to be addressed]

**Additional Information \*\* PLEASE REVIEW \*\***

E.O. (Executive Order) 1037: <https://www.calstate.edu/eo/EO-1037.html> (Appendix C)

\*\* Appendix C reflects the ‘Withdrawals’ section of the Executive Order only \*\*

CSU, Long Beach (Registration page) Drop & Withdrawal Policy, 'Withdrawing for Extenuating Circumstances' (**Appendix D**)

<http://web.csulb.edu/depts/enrollment/registration/details.html#anchor1>

\*\* This is an example from CSU Long Beach (CSULB). I am including this example as an alternative to the proposed policy language (Appendix B). Instead of incorporating 'change in student's risk perception' as a serious and compelling reason for allowing withdrawal from a course after the 4<sup>th</sup> week of the semester, we could propose a completely separate section entitled '*Withdrawing for Extenuating Circumstances*,' similar to or just like CSULB, which could address withdrawals from designated Field Trip courses. Just another idea to consider ☺ \*\*

## **7. Information Items: Impaction Task Force Report & Impaction Program Data**

These documents were shared with the Executive Committee for the September 12, 2016 meeting. The items will also be presented to the Faculty Senate (how and when TBD). President Nelsen is interested in getting feedback from the Faculty Senate; timeline is about a month or so. Given the particular issues and topics that the Impaction Task Force Report raises, Exec felt that it would be beneficial to have relevant Policy Committees review it and offer any feedback they might have.

## **8. Meeting Schedule for Fall 2016**

<del>September 2</del>	October 21	December 2
September 16	November 4	
October 7	November 18	

## **9. Adjournment**



**2016-2017 FACULTY SENATE  
ACADEMIC POLICIES COMMITTEE  
MINUTES September 2, 2016**

*Approved:*

September 12, 2016

Members Present: Escobar, Evans, Gonsier-Gerdin, Gonzalez, Heinicke, Irwin, Li,  
Schmidtlein, Sharpp, Hernandez, Murphy), Trigales

Members Absent: Heather, Geyer, Watson-Derbigny

Guests Present: Anderegg, Dean, Hunt, Hurley, Migliaccio, Slabinski

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

**1. Introductions!** Given that this marked the first APC meeting of the academic year and fall semester, we started with a round of introductions, welcoming new members and guests.

**2. Open Forum:**

**E. Mills** (Student Affairs) had asked Chair Escobar to share information on two items on his behalf. Since D. Hunt was present, and also in Student Affairs and much more knowledgeable of the items than Chair Escobar, he presented the two items for E. Mills, which Chair Escobar greatly appreciated ☺

Item 1: Advising Task Force updates. Recommendations from the task force will be forthcoming, and these recommendations may, or will likely, have policy implications that APC will need to consider and act on.

Item 2: Disqualification (DQ)/Dismissal Policy (DS): This policy deals with students' academic standing. Sac State is the only campus in the CSU with two (2) statuses (DQ and DS). There may be a requirement that Sac State only use one (1) status in order to align with other CSU campuses. Student Affairs is looking at the issue and may come to APC if change is desired. Specifically, what will be changed is the definition of the particular status (either DQ or DS) that is selected.

**D. Hunt** (Student Affairs) discussed a new application system that will replace CSUMentor. This new application system will be able to handle the supplemental applications and processes that are used by impacted majors. The potential exists for this new application system to be utilized by Graduate Studies and CCE. The new application system will launch during Winter Intersession (2018) or Spring 2018, and it will have an impact on Fall 2017 applications. On May 30, 2017, the sun will permanently set on CSUMentor. [*Change happens, right?*]

**J. Murphy** (Academic Advising) shared that class availability has been really wonderful for students. She and her staff have noticed that offerings have increased, and there are a lot more options available to students. This has been very helpful to everyone ☺ [Yay!]

**3. Approval of the Agenda:** Approved 2:25pm

**4. Review of Academic Policies Committee Standing Rules.** Chair Escobar requested that folks briefly review the Standing Rules, particularly the description of different positions which needed to be filled: Vice Chair and Subcommittee Liaisons.

**5. Selection of Vice Chair and Liaisons to Subcommittees.**

- Vice Chair: **D. Evans** graciously volunteered to fill the role of Vice Chair of APC for 2016-17, which the Committee unanimously supported.
- Academic Standards Subcommittee: **S. Escobar** volunteered to fill the role of APC Liaison to the ASC... which the Committee unanimously approved.
- Student Retention & Graduation Subcommittee: **A. Gonzalez** volunteered to serve in this role again, having served last year. The Committee unanimously approved and greatly appreciates her service.
- Readmission Subcommittee: No nominations. Will revisit this on September 16<sup>th</sup>

**6. Discussion of General Studies Degree: T. Migliaccio** updated the committee on the ad hoc working group's efforts regarding the General Studies Degree. **Background:** The idea of a General Studies degree, or General Education degree, have come up in conversations around the university in the past few years. However, there are questions as to where the degree would be based (i.e., which college(s)?). The College of SSIS seemed to be a "natural home" for a General Studies-type of program, but there may be others as well (e.g, A & L, NSM). If this is a new program that is developed, this issue would likely go to Curriculum Policies Committee (CPC). Criteria for a new degree/new program would need to be established. Basically, the idea is about how to develop a program to serve students who may have left the university for a period of time, returned, and wanted to finish their degree. **Task Force/Working Group:** At the APC October 16, 2015 meeting, a Task Force or Ad Hoc Working Group was created because it seemed that a number of APC members were interested in this issue and had input in the conversation. T. Migliaccio offered to take the lead on this in terms of contacting other individuals who might be interested. Other APC members who are going to be involved include M. Schmidlein and K. Van Gaasbeck (J. Irwin joined later). Name for this new group: "The Ad Hoc Working Task Force... [to Explore the Development of a General Studies Degree.]" Otherwise known as "Todd's Group" ☺

**REPORT PRESENTED TO APC—9/2/16**

**Summary:** Working group determined that a single General Studies Degree would not meet the needs of students who might benefit from a version of a "general studies type of degree." Three groups of students were identified: 1. A finishing degree for students who have "stopped out" (almost done with degree, need a class or two and can finish it up); 2. High unit seniors who fall within purview of different "intrusive/proactive advising"

policies (idea is to increase and improve advising efforts for these students to get them graduated in their declared major; these students are still enrolled but not making real progress toward their degree); 3. Social Services Degree for students denied admission into one of the impacted programs (e.g., Psychology, Criminal Justice, Health Sciences). The respective departments of these programs could craft a degree that has a ‘social services’ focus to it. **Next Steps:** APC decided to focus on the development of the Social Services Degree for the time being, awaiting feedback from the Advising Task Force.

*... a brief diversion, albeit pertinent to the advising piece of this General Studies Degree proposal...*

[There were questions raised as to the status of a policy, **Progress to Degree for High Unit Seniors.** Chair Escobar mentioned that she had had a conversation last May (2015) with the previous Senate Chair, Sylvester Bowie, President Nelsen and Cely Smart regarding this policy, as well as the Grade Appeal Policy. It was Chair Escobar’s understanding that the President’s amendments were ultimately approved by the 2015-16 Committee once clarification around the intent of those changes was obtained. Since that meeting, Chair Escobar has heard nothing with respect to whether or not the President had approved the policy. Chair Escobar stated that she will follow up with the Senate Chair and Senate Office and report back on this at the following meeting.]

*... the Committee returns to the primary discussion at hand...*

With respect to a Finishing Degree, it was suggested that Colleges could follow the Arts & Letters model, which has been recently approved by the CSU Chancellor’s Office. T. Migliaccio stated that he would follow up with department chairs of the impacted programs to discuss the next steps in program development.

**7. Information Items.**

- **Drop Policy, Amendment of & Grade Appeal Policy, Amendment of.** With little time remaining, Chair Escobar briefly mentioned the two (2) carryover items from last year.

**Meeting Schedule for Fall 2016**

<del>September 2</del>	October 21	December 2
September 16	November 4	
October 7	November 18	

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

\_\_\_\_\_  
Sue C. Escobar, Committee Chair

1 **FS 15/16-xx/APC/GSPC** **Drop Policy, Amendment of**

2 The Faculty Senate recommends amendments to the Drop Policy (FS 99-07) in order to clarify  
 3 existing policy regarding course drops and withdrawals; to address complete withdrawal from  
 4 the University by graduate and credential students; and, to align campus policy with EO 1037.  
 5 The updated policy shall become effective upon approval of the President.

6  
 7 1. The amended policy includes a TITLE CHANGE to reflect more accurately the  
 8 content of the amended and updated policy and procedures.

9  
 10 2. The amended policy retains the CURRENT policy and procedures for dropping a  
 11 course, withdrawing from a course, the implications for failing to drop officially from a  
 12 course (unauthorized withdrawal), withdrawing from the university, and grade correction  
 13 and deletion, since the previous policy changes went into effect on June 2, 2010.

14  
 15 3. The amended policy includes a minor update to reflect the current campus technology  
 16 used for course registration processes, including but not limited to course adds, drops,  
 17 etc. (i.e., CMS Student Administration System).

18  
 19 4. The revised policy now addresses complete withdrawal from the University by  
 20 GRADUATE AND CREDENTIAL STUDENTS, which previously had not been  
 21 included anywhere in the University's policies concerning course drops and withdrawals.

22  
 23 5. The revised policy specifically addresses the President's request that the revised  
 24 campus Drop Policy reflect the stipulations set forth in the Field Trip Policy: "A field trip  
 25 needs to be clearly explained in the syllabus and during the first week of classes. If a  
 26 student notifies the Field Trip Leader that he or she is unwilling to accept the risk of  
 27 participation in a Field Trip, the instructor must make reasonable attempts to provide a  
 28 course-appropriate alternative assignment. In the case where a field trip makes up a  
 29 significant element of the class requirements and no reasonable alternative assignment  
 30 may be provided, the student may drop (subject to the campus drop deadline) or  
 31 withdraw (subject to the campus deadline and restrictions for withdrawals) from the  
 32 course as appropriate" (Field Trip Policy, Section III.B.4, *approved* May 6, 2016).

33  
 34 **[[TRANSMITTAL DOC INFORMATION:** The reasoning supporting the course drop is  
 35 a change in a student's risk perception in the context of a designated Field Trip Course.  
 36 *Risk perception* is generally defined as "belief (whether rational or irrational) held by an  
 37 individual, group, or society about the chance of occurrence of a risk or about the extent,  
 38 magnitude, and timing of its effect(s)"  
 39 (<http://www.businessdictionary.com/definition/risk-perception.html>). One's perception  
 40 of risk is not static; rather, it is complex, dynamic and subject to change at different  
 41 points in time. Therefore, by acknowledging this unique factor with respect to Field Trip  
 42 courses, the campus Drop Policy includes changes in risk perception as a substantiating  
 43 reason for a course withdrawal should a student make the request after the 4<sup>th</sup> week of the  
 44 semester.]]

1  
2 Drop and Withdrawal Policy

3  
4 A. Dropping Courses

5  
6 Each student has the responsibility of dropping any courses in which he/she is enrolled but did  
7 not attend or stopped attending.

8  
9 Although instructors may exercise their authority to administratively remove any student who  
10 during the first two weeks of instruction fails to attend, students should not assume they will be  
11 dropped by this procedure. Students will receive a final grade of "F" or "WU" in courses they fail  
12 to drop officially. "Failure to attend" is defined as failure to attend any two class meetings (for  
13 courses that meet two or more times a week), one class meeting (for courses that meet once a  
14 week), or the initial meeting of those courses that require attendance at the first class meeting.  
15 Students should verify their registration to make sure they are enrolled in only the classes they  
16 are attending.

17  
18 Students wishing to withdraw from all courses should fill out the Semester Withdrawal Form.

19  
20 Until the end of the second week of instruction, students drop courses by using campus-wide  
21 electronic systems for course adds and drops. "My Sac State," or the CMS Student  
22 Administration system, by telephone during CASPER or CASPER Plus.\*

23  
24 Students will be charged registration fees for all courses not dropped prior to the first day of  
25 instruction. The drop in units refund deadline is the end of the second week of instruction.

26  
27 Drops during the third and fourth weeks of instruction are processed in the academic department  
28 offering the course and require instructor and department chair approval.

29  
30 ~~After the second week of instruction all drops are permitted only for serious and compelling~~  
31 ~~reasons. Drops during the third through the sixth week of instruction require the signature of the~~  
32 ~~course instructor and the department chair. Drops after the fourth week of instruction will result~~  
33 ~~in a W grade recorded in the student's permanent record. Reasons for dropping include a student~~  
34 ~~carrying an excessive course load, a student inadequately prepared for the courses, or a student~~  
35 ~~having significant job/career changes and medical problems.~~

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

41  
42 ~~\*CASPER and CASPER Plus has been replaced by CMS Student Administration.~~

43  
44 B. Withdrawal from a Course

45

1 Drops after the fourth week of the semester (census date) are called withdrawals. The approved  
2 Add/Drop/Withdrawal must be submitted to the Registrar's Office (Lassen Hall) after the fourth  
3 week.

4  
5 Students may withdraw from no more than 18 units in their undergraduate career, unless an  
6 exception is granted (any "W" grades received prior to the Fall 2010 semester do not count  
7 towards the 18 unit maximum).

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

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

14 Withdrawal during the 5th and 6th week of the semester requires the signature of the  
15 course instructor and the department chair. Reasons for dropping in during this period  
16 include medical circumstances, carrying an excessive course load, student's  
17 inadequate academic preparation for the course, the student having significant job or  
18 career changes, or changes in a student's risk perception in the context of a  
19 designated Field Trip course.

20 Withdrawal during the 7th through the 12th week requires the signature of the course  
21 instructor, the department chair, and the college dean. Reasons for withdrawal during  
22 this period include only medical work related circumstances clearly beyond the  
23 control of the student or changes in a student's risk perception in the context of a  
24 designated Field Trip course that are beyond the control of the student. A student  
25 initiated job change, carrying an excessive course load, or inadequate preparation do  
26 not qualify.

27 Withdrawal is allowed after the 12th week of instruction only in exceptional cases,  
28 such as in cases of accident, serious illness or changes in a student's risk perception in  
29 the context of a designated Field Trip course, due to circumstances beyond the  
30 student's control. Signatures from the course instructor, the department chair, and the  
31 college dean are required, and the student must meet with an Academic Advisor in  
32 the Academic Advising Center. Withdrawals approved during the last three weeks of  
33 the semester will not count towards the 18 unit maximum; however, a grade of "W" is  
34 still recorded on the transcript.

35  
36 C. Withdrawal from the University

37 Sacramento State students withdrawing from all courses for physical, emotional, financial,  
38 family health, or other non-academic reasons must receive approval from the appropriate office

1 before leaving the University: from the Academic Advising Office for undergraduate students;  
 2 from the Office of Graduate Studies for graduate and credential students.

3 Withdrawals from the University during the final three weeks of the semester shall not be  
 4 permitted except in cases, such as accident, serious illness or changes in a student's risk  
 5 perception in the context of a designated Field Trip course, where the cause of withdrawal are  
 6 clearly beyond the student's control and the assignment of Incompletes in each course is not  
 7 practical. Documentation will be required.

8

9

10 D. Unauthorized Withdrawal Policy – WU (Withdrawal Unauthorized)

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

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

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

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

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

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

34

1 E. Grade Correction and Deletion Policy

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

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

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

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

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

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

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4726**

**Executive Order:** 1037

**Effective Date:** August 1, 2009

**Supersedes:** Executive Order Nos. 792, 320, and 213

**Title:** **Grading Symbols, Minimum Standards  
Governing the Assignment of Grades,  
Policies on the Repetition of Courses,  
Policies on Academic Renewal, and Grade Appeals**

*A. Administrative Grading Symbols*

...

**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.

Undergraduate students may withdraw from no more than 18 semester-units (27 quarter-units).

Campuses may elect to be more restrictive on withdrawals than the maxima listed above.

The limits apply only to units attempted at the campus.

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.

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 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.

A "W" shall not be used in calculating grade point average or progress points.

The following statement shall appear in the campus catalog:

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.

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.

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 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 evaluation, use of the symbol "WU" is inappropriate and "NC" shall be used instead. The following statement shall appear in the campus catalog:

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."

If local campus policy prescribes other instances where this symbol may be used, the foregoing statement shall be extended to cover such instances.

CSU, LONG BEACH REGISTRATION (\*\* for full policy on drops and withdrawals, click on link below \*\*)

<http://web.csulb.edu/depts/enrollment/registration/details.html#anchor1>

### **Withdrawing for Extenuating Circumstances**

If the basis for the withdrawal request cannot be substantiated by medical documentation and the withdrawal request is due to the serious nature of circumstances beyond the student's personal control, i.e. a documented death of an immediate (not extended) family member; a call from reserve to active military service, etc., the student must complete the [Petition to Withdraw from a Class\(es\)](#) form including the [Petition to Withdraw from a Class\(es\) Addendum](#). In addition, the student must provide appropriate documentation to substantiate the request. Due to the unusual nature of these requests, approval for withdrawal from a course is required from the instructor, chairperson of the department of the class, the dean of the college in which the class is taught, and the Office of the Provost. These requests are carefully reviewed and approved only when the documentation supports a serious and compelling reason beyond the student's control. If the request is approved and meets the definition above, the administrative grade(s) of **WE** is applied and the units will not be subject to CSULB's Undergraduate Withdrawal Limit. If the request is approved and does not meet the definition above, the administrative grade of **W** will be issued.

Should the request not be approved, the student must initiate the incomplete process where applicable or complete the class. Students who do not follow the appropriate withdrawal procedure and cease attending class will have a symbol of **WU** or **F** placed on their record for each class. The **WU** is treated as an **F** for GPA calculation.