



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	8/31/2022
To:	Academic Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AA-004-223
Title of Referral:	Updates to the Withdrawal Policy
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	10/12/2022

Your Name: Erin DeRosa

Your Email: ederosa@cpp.edu

Title of Referral: Updates to the Withdrawal Policy

Names and Titles of proponents:

Cecilia Santiago-Gonzalez, Assistant Vice President
Erin DeRosa, Director
Connie Kuang, Associate Registrar

Keywords: withdrawal, w, grade, withdraw

Is there a deadline by when this referral needs to be considered by the Academic Senate?:
Yes

Deadline Date: 12/1/2022

Justification for deadline:

It would be ideal to have it approved ahead of finals week in fall term since the change impacts the withdrawal policy during this time.

Background: The petition to withdrawal for serious and compelling reasons is designed to provide students with the opportunity to withdrawal from a class when the circumstances outside of their class impact their ability to successfully finish the course. In recent terms, reviewers have observed a pattern in which some students submit the withdrawal during finals week after taking their exam, believing that they will not pass the class. To ensure that the petition is not used for students to avoid earning a low grade, we are proposing two updates:

- Change the deadline to submit the petition to the last day of classes before finals.
- Explicitly state that the petition is not to be applied in circumstances when the student is attempting to avoid earning a low grade.

It is our hope that making these updates will reduce the number of incorrect or unnecessary petitions and encourage students to seek out support and resources sooner.

Please see the attached recommended updates.

Proposed updates:

- V. Withdrawal (Units attempted are not included in GPA)

The “W” symbol is used for a student withdrawal from a course, with the approval of appropriate campus representatives, after the tenth day (second week) through the twentieth day (fourth week) of instruction. It carries no connotation of the student performance and is not used in calculating grade point

average. A “W” will not be recorded for a class unless the student has officially withdrawn from the class.

Withdrawal from classes after the 20th day of instruction (fifth week) until the end of the twelfth week of instruction is permissible only for serious and compelling reasons. To request to withdraw from classes after the fifth week of instruction, students must submit a Request for Class Withdrawal for Serious and Compelling Reasons Form with the necessary approval signatures to the designated office.

After the twelfth week of instruction and before the first day of finals week~~through the last day~~, withdrawals will only be permitted for serious and compelling reasons, 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. Poor academic performance, lack of attendance, and desire to avoid a low grade are not considered serious and compelling reasons for withdrawal.

Effective fall 2009, undergraduates are limited to 18 semester units of recorded course withdrawals, i.e., where students receive “W” grades for the classes. Course withdrawals prior to fall 2009 and withdrawals approved through the Retroactive Withdrawal process (Policy No. 1413) will not contribute to this limit. After the tenth day of instruction ~~through the last day of finals week~~and before the first day of finals week, students whose reasons for withdrawing from classes are beyond their control may request that such class withdrawals not contribute toward the 18 semester unit limit. Approved requests for this exception will be indicated by the Dean’s signature and the lead authority in the Office of Academic Programs (or designee) on the ~~R~~RRequest for ~~C~~Class Withdrawal for Serious and Compelling Reasons Form.

Recommended Resources:

- EO 1037: <https://calstate.policystat.com/policy/9438931/latest/>
- Registrar’s Office
- Office of Student Success