

California State Polytechnic University, Pomona

Academic Senate Report

AS-3021-223-AA

Updates to the Withdrawal Policy

Academic Senate Action:

Adopted:	February 15, 2023
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Final Disposition:

Transmitted to President:	February 16, 2023
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RECOMMENDATION:

The Academic Senate recommends the adoption of the proposed changes to the Withdrawal section of Policy 1601, Grading System:

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 A “W” will not be recorded for a class unless the student has officially withdrawn from the class.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 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. Poor academic performance, lack of attendance, and desire to avoid a low grade alone are not considered serious and compelling reasons for withdrawal.

After the twelfth week of instruction and before 11:59pm on the Friday of the fifteenth week of instruction, withdrawals will only be permitted when the cause of withdrawal is due to circumstances clearly beyond the student’s control, such as accident or serious illness, and when the assignment of an Incomplete Grade Agreement is not practicable. Documentation validating the students’ circumstances is required, particularly when requesting a W grade that does not count against the 18-unit withdrawal limit (WX). 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 grade may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made.

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 and before 11:59pm on the Friday of the fifteenth week of instruction, 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 Student Success (or designee) on the Request for Class Withdrawal for Serious and Compelling Reasons Form.