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**COMMITTEE ON INSTRUCTION AND CURRICULUM**

November 17, 2013  
13-14 CIC 10 amended

**TO:** The Executive Committee  
**FROM:** The Committee on Instruction and Curriculum (CIC)  
**SUBJECT:** 13-14 CIC 10: Revised Policy on Withdrawals  
**ACTION REQUESTED:** For approval by the Academic Senate; effective upon signature of the President

**BACKGROUND:**

At CIC's November 16, 2013 meeting, CIC discussed a discrepancy between the withdrawal policy and the withdrawal form. The policy, [08-09 CIC 27](#), stated that College Dean approval was necessary for withdrawals after the end of the Add/Drop period and prior to the last twenty percent of instruction, but the withdrawal form provides no area for the College Dean's signature. CIC decided that the appropriate action would be to delete the phrase "and the college dean" from this portion of the policy, as it is inconsistent with the form and practice. Currently, only the approval of the instructor and the department chair is required.

**ACTION REQUESTED:**

That the Academic Senate approves the following policy with the changes described above; effective upon signature of the President.

**Policy on Withdrawals; Effective Spring Quarter, 2014**

Withdrawal from a course may be permitted, without restriction or penalty, during a time period established by the campus. However, this time period may not extend beyond the census date. At CSUEB this period is defined as the Add/Drop Period, the first two weeks of the term. No grading symbol need be recorded in such instances.

In connection with all other approved withdrawals, the "W" symbol shall be used.

1. Undergraduate students may withdraw after the Add/Drop Period from no more than 28 quarter units in the undergraduate career. Only withdrawals recorded in terms beginning with Fall 2009 are counted. Open University units are counted toward the maximum units. Students who have reached the limit on withdrawals may file an academic petition to allow additional withdrawals from courses. No limitations are placed on withdrawals by post-baccalaureate students taking classes in a post-baccalaureate career.

2. Withdrawals after the end of the Add/Drop Period 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 the college dean~~. The requests and approvals shall state the reasons for withdrawal. When serious illness or accidents are documented and used as the basis for approval of withdrawal from classes in the term, the units in question will not count against the maximum units allowed.
3. 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. When serious illness or accidents are documented and used as the basis for approval of withdrawal from classes in the term, the units in question will not count against the maximum units allowed. Request for permission to withdraw under these circumstances shall be granted only with the approval of the instructor, the department chair, the college dean and the administrator appointed by the President to act in such matters (AVP, Planning and Enrollment Management).
4. The "W" grade shall not be used in the calculation of grade point averages.
5. The "WU" grade (Withdrawal Unauthorized) indicates that a student enrolled in a course, but 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. The "WU" is counted in the grade point average as an "F" grade. When assigning the "WU" grade, the instructor shall report the last known date of attendance by the student.