

# Withdrawal Policy

CASS Council  
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CAL POLY

# Withdrawal Policy Revisions

## Policy Issues:

- Most recent AS resolution passed in 1980 (AS-103-80/IC)
- AS-103-80/IC does not address academic dishonesty
- Policy has not been revised and does not include policy reflected in EO 1037 (which addresses withdrawal grade "W") which was created in 2009 and revised in 2021
- Current course/term withdrawal policy does not align with EO 1037

# Withdrawal Policy Revisions

## Student Impact:

- Documentation required currently can be costly, difficult and sometimes impossible to obtain to not count max units allowed by EO 1037
- There is inconsistency across colleges on review, approvals, or denials of course and term withdrawal petitions
- There is a lack of awareness and understanding of WD policy and process among students

# Withdrawal Policy Revision

## Proposed Resolution:

- Semester conversion provides an opportunity to update and align withdrawal policy with EO 1037
- Rescind AS-103-80/IC “*Resolution Regarding Guidelines for Withdrawal from Classes After the Census Date.*”
- Adopt the new policy and process related to course and term withdrawals
- Implement the new WD policy effective fall quarter 2023 or 2024(?)
- University Advising, Office of the Registrar, and Academic Programs & Planning will provide information to educate faculty, staff, and students

# Serious and Compelling

## Current:

**Time Frame:** Serious and Compelling (end of add/drop until end of 7<sup>th</sup> week of instruction)-

- *Course Withdrawal:* initiated by staff in advising centers, requires student comment and signature, requires course instructor (acknowledgement), approval or denial varies across colleges
- *Term Withdrawal:* initiated by staff in advising centers, requires student comment and signature, approval or denial varies across colleges
- Office of the Registrar – withdrawal units do NOT count toward max unit allowed IF there is documentation from medical/health care provider

## Proposed:

**Time Frame:** Change language to percentage instead of week (7<sup>th</sup> ≠ 80%)

- *Course Withdrawal:* initiated by staff in advising center, student comment and signature, instructor acknowledgement, approval or denial by dean of college or designee
- *Term Withdrawal:* initiated by staff in advising center, student comment and signature, approval from dean or designee
- Discretion of the Associate Dean if the WD units counts towards unit max; No documentation required from student

# Serious and Compelling Beyond Student's Control

## Current:

**Time Frame:** Emergency is for serious and compelling reasons beyond student's control after 7<sup>th</sup> week of instruction

- *Course Withdrawal:* initiated by staff in advising centers, requires student comment and signature, requires course instructor (acknowledgement), approval or denial varies across colleges
- *Term Withdrawal:* initiated by staff in advising centers, requires student comment and signature, approval or denial varies across colleges
- Office of the Registrar - withdrawal units do NOT count toward max unit allowed IF there is documentation from medical/health care provider

## Proposed:

**Time Frame:** Last 20% of the term for serious and compelling reasons beyond the student's control

- Change language to percentage instead of week (7<sup>th</sup> ≠ 20%)

- Course WD: initiated by staff in advising centers, requires student comment and signature, requires course instructor (acknowledgement), approval or denial from dean or designee
- Term WD: initiated by staff in advising centers, requires student comment and signature, approval or denial from dean or designee
- Office of the Registrar - required verification from dean or designee, will not count towards withdrawal unit max

# Additional Information in Proposed Policy

- Students are encouraged to speak with an academic advisor, faculty advisor/mentor or associate dean in their college for further information and advice.
- The official drop period is the proper time to evaluate preparation level, time commitment, normal progress, interest, etc., for each class. (See revised policy for examples of “Serious and Compelling Reasons” ).
- Students receiving financial aid should consult a financial aid counselor before withdrawing from a course or the term.
- Course or term withdrawals during the final 20% of instruction will only be considered for the most serious reasons and MUST have appropriate verification from the dean of the student’s college or designee. Withdrawals during the final 20% of instruction will not count against the unit maximum.
- Students who have received a grade reduction as a result of academic dishonesty are NOT eligible to withdraw from the course in which the grade has been impacted by academic dishonesty. All W grades will revert to the letter grade issued by the instructor for the course.

# Other

- The proposed policy does not address the add/drop period
- The process of the implementing the policy is not included in the proposed policy