



Withdrawal from Course(s) Policy

Policy Number:	AA 03-015
Policy Administrator:	Provost and Vice President of Academic Affairs
Policy Initiator:	Registrar
Authority:	CSU Executive Order 1037 –Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals.
Effective Date:	June 18, 1998
Revised Date:	September 7, 2017
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy provides guidance regarding withdrawal from courses at California State University Maritime Academy (Cal Maritime).

Scope:

This policy applies to all students currently enrolled at Cal Maritime.

Accountability:

The Office of the Registrar is responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime to allow students to withdraw from courses within the regulated deadlines outlined below.

Procedure:

A. Withdrawal from a Course or Courses:

A withdrawal is a removal of a course from a student's schedule after add/drop.

1. The symbol of "W" indicates that a student was permitted to withdraw from a course and carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.
2. Students may not withdraw from individual co-requisite components.

B. Unit Limit for Withdrawal from Courses:

Undergraduate students may withdraw from no more than 18 total semester units of coursework attempted at Cal Maritime. Withdrawals for "serious and compelling" reasons, which are petitioned and approved according to the procedures below, may not count toward the maximum of 18 semester units.

1. Petitions should be accompanied by documentation and may not be considered without.
2. Documentation may include: verification of accident or illness (such as a letter from the treating physician or copies of medical bills); a letter from a licensed counselor; death certificate; employer verification of change of work status; PeopleSoft records; and other documentation as appropriate.
3. Definition of Serious and Compelling:
For the purposes of withdrawal, Cal Maritime defines "serious and compelling" as follows:
Situations, such as illness or accident, clearly beyond the student's control.
4. The following situations are typical of those for which "serious and compelling" is appropriate justification for withdrawal:
 - a. An extended absence due to verifiable accident or illness serious enough to cause withdrawal from the course and/or Cal Maritime;
 - b. A personal challenge making it impracticable for the student to successfully complete course requirements;
 - c. An extended absence due to a death in the immediate family or needing to care for a spouse or a dependent of any age who is physically or mentally incapable of self-care;
 - d. A necessary change in employment status that interferes with the student's ability to attend class;
 - e. Errors made by Cal Maritime;
5. The following situations **DO NOT** fall under the intent of "serious and compelling":
 - a. Grade anticipated in class is not sufficiently high, or student is doing failing work (including situations where the student has been penalized with a failing grade for academic dishonesty);
 - b. Failure to attend class, complete assignments, or take a test;
 - c. Dissatisfaction with the course material, instructional method, or instructor;
 - d. Class is harder than expected;
 - e. Pressure of other classes, employment, and/or participation in extracurricular activities;
 - f. A change of major;
 - g. Lack of awareness of the withdrawal process or procedures.

C. Before add/drop (see Academic Calendar):

Students may drop a course (or courses) without penalty until the end of add/drop. No symbol or grade will be recorded on the student's academic transcript.

D. After add/drop and prior to census (see Academic Calendar):

1. Students may withdraw from a course (or courses) for any reason.
2. Students who withdraw during this period shall receive a grade of “W”.
3. Withdrawing from a course (or courses) for reasons that are not “serious and compelling” will count toward the 18-unit maximum.
4. Students withdrawing from a course (or courses) for “serious and compelling” reasons may file a Petition to Withdraw for exclusion of the “W” from the 18-unit maximum.

E. From census and prior to the last three weeks of instruction (excluding final exam period) (see Academic Calendar):

1. Students may only withdraw from a course (or courses) for “serious and compelling” reasons.
2. Students must file a Petition to Withdraw for each course, stating their reasons for withdrawal.
3. If a student’s Petition to Withdraw is approved a grade of “W” will be assigned.
4. The student’s Petition to Withdraw from the course (or courses), and the subsequent Petition for Exclusion of the “W” from the 18-unit maximum are considered as individual considerations.

F. During the last three weeks of instruction and final exam period (see Academic Calendar):

1. Students may ONLY withdraw from a course (or courses) for “serious and compelling reasons” *clearly* beyond the student’s control.
2. Students must file a Petition to Withdraw for each course, stating their reasons for withdrawal.
3. If a student’s Petition to Withdraw is approved a grade of “W” will be assigned.
4. Such withdrawals will not count against the 18-unit maximum. Note: While in many cases withdrawing from a course may be the best option, the student may wish to discuss with the course instructor whether an incomplete is a practical option (see Incomplete Grade Contract).

G. Withdrawal from School:

1. During the period after add/drop and before census:
 - a. A student wishing to completely withdraw from the semester (withdraw from all courses) must complete a University Withdrawal Form.
 - b. Students who withdraw during this period shall receive a grade of “W” for each course.
 - c. Withdrawing from a course (or courses) for reasons that are not “serious and compelling” will count toward the 18-unit maximum.
 - d. Students withdrawing from a course (or courses) for “serious and compelling” reasons may file a Petition to Withdraw for exclusion of the “W” from the 18-unit maximum.
2. During the period after census to end of term:
 - a. A student wishing to fully withdraw from the semester (withdraw from all courses) must complete a University Withdrawal Form.
 - b. Students who withdraw during this period shall receive a grade of “WU” for each course. For purposes of grade point average and progress point computation this symbol is equivalent to an “F.”
 - c. If a student feels they have “serious and compelling” reasons to withdraw they may file a Petition to Withdraw.
 - d. If a student’s Petition to Withdraw for “serious and compelling” reasons is approved a grade of “W” will be assigned for each course.
 - e. The student’s Petition for “serious and compelling” reasons and the subsequent petition for exclusion of the “W” from the 18-unit maximum are considered as individual considerations.
3. Retroactive Withdrawal:

- a. After a given semester has ended, students may petition to retroactively withdraw from an entire semester ONLY if there are “serious and compelling” reasons for such a withdrawal, and if such reasons prevented the student from submitting the appropriate forms for a withdrawal during the term of enrollment.
- b. Retroactive withdrawals for “serious and compelling” reasons will not count against the 18-unit maximum.

H. Suspension:

1. When a student is suspended before the end of add/drop, all courses will be dropped and no symbol or grade will be recorded on the student’s academic transcript.
2. When a student is suspended after add/drop, all courses will receive a grade of “W”.
3. Such withdrawals will count against the 18-unit maximum.

Additional Resources:

1. [University Withdrawal Form](#)
2. [Petition to Late Drop Individual Courses](#)
3. [Academic Calendar](#)
4. [Academic Standing Policy](#)