Limit on Withdrawal (W) Units on Undergraduate Programs

Implementation of a new CSU Chancellor’s Office policy that limits a student’s ability to drop a class with a “W” grade to a total of 28 units. Beginning in Fall 2009 undergraduate students will be limited to no more than 28 quarter units of “W” grades.

**Grades of “W” assigned prior to Fall 2009 will not apply to the 28 quarter unit limit.** The following are the basic conditions that apply to this policy:

1. Within the first seven days of the quarter, students may withdraw from any course with no record of the individual course withdrawal on their permanent academic record.

2. After the “no-record drop” deadline and through the end of the seventh week of instruction, students may withdraw with a “W” grade from any course, but only for documented serious and compelling reasons. These requests are granted only with the approval of the instructor and the department/division/school chair or director on Program Change forms available at Administration 146.

   *(Exceptions to this policy may be granted with the additional approval by the appropriate dean, with appropriate documentation of reasons deemed to be serious and compelling. Such exceptions shall usually involve total withdrawal from all classes).*

3. Withdrawals during the final three weeks of a quarter may only be considered based on documented serious and compelling reasons and in most all instances involve total withdrawal from all classes for the term except that Credit (CR) or an Incomplete (I) may be assigned for classes in which the student has completed sufficient work to permit an evaluation to be made.

   **These requests must also be approved by the instructor, department/division/school chair AND the College Dean on a Program Change form.**

   *Withdrawals that occur and are approved during the final three weeks of a quarter will NOT be included in the 28 quarter unit limit*