

**Policy on Withdrawals**

(This policy statement supersedes relevant portions of PS 12-03 and PS 09-07 concerning Withdrawals.  
It complies with all relevant Executive Orders.)

This policy was recommended by the Academic Senate on December 2, 2021.  
and approved by the President on December 13, 2021.

**Preamble**

Requests for withdrawal from any or all classes must be officially filed by the student with Enrollment Services whether the student has ever attended the class or not. Otherwise, the instructor may assign the student

Withdrawal request or provide supporting documentation due to health or other challenges, the Dean of Students may act on their behalf.

student will not be able to request a retroactive "WE" at a later time.

3.1 Instructors of record must report the last known date of attendance or occasion of completed educational activity for all students who receive a "WU." In courses that are graded "Credit/No Credit" or in cases where the student has elected "Credit/No Credit" evaluation, use of the symbol "WU" is inappropriate and "NC" must be used instead. For purposes of grade point averages a "WU" is equivalent to an "F."

3.2 The "WU" should not be issued if the student returns to the class.

#### **4.0 Limits on Withdrawal.**

No undergraduate student may withdraw from (i.e., receive a "W" in) more than a total of 18 units. This restriction extends throughout the entire undergraduate enrollment of a student at CSULB for a single graduation, including special sessions, enrollment by extension, and re-enrolling after separation from the university for any reason.

4.1 The following exceptions apply:

- a. Withdrawals prior to the end of the first two weeks of classes in a regular semester of instruction (13% of non-standard sessions) at CSULB,
- b. Withdrawals in terms prior to fall 2009 at CSULB,
- c. Withdrawals at institutions other than CSULB,
- d. Withdrawals at CSULB for exceptional circumstances such as serious illness or accident. The student's academic record will show these as a "WE" to indicate the basis for withdrawal, and
- e. Administrative Withdrawals.

4.2 In cases of academic integrity violations, a student is not permitted to withdraw from the course at any time during the semester. The instructor should contact Enrollment Services to ensure that a Withdrawal is not processed.