

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-004-223

Updates to the Withdrawal Policy

Academic Affairs Committee

Date: August 31, 2022

Executive Committee
Received and Forwarded

Date: November 30, 2022

Academic Senate

Date: December 7, 2022
First Reading
February 15, 2023
Second Reading

Background

Your Name: Erin DeRosa

Your Email: ederosa@cpp.edu

Title of Referral: Updates to the Withdrawal Policy

Names and Titles of proponents:

Cecilia Santiago-Gonzalez, Assistant Vice President

Erin DeRosa, Director

Connie Kuang, Associate Registrar

Keywords: withdrawal, w, grade, withdraw

Is there a deadline by when this referral needs to be considered by the Academic Senate?:

Yes

Deadline Date: 12/1/2022

Justification for deadline: It would be ideal to have it approved ahead of finals week in fall term since the change impacts the withdrawal policy during this time.

Background: The petition to withdrawal for serious and compelling reasons is designed to provide students with the opportunity to withdrawal from a class when the circumstances outside of their class impact their ability to successfully finish the course. In recent terms, reviewers have observed a pattern in which some students submit the withdrawal during finals week after taking their exam, believing that they will not pass the class. To ensure that the petition is not used for students to avoid earning a low grade, we are proposing two updates:

- Change the deadline to submit the petition to the last day of classes before finals.
- Explicitly state that the petition is not to be applied in circumstances when the student is attempting to avoid earning a low grade.

It is our hope that making these updates will reduce the number of incorrect or unnecessary petitions and encourage students to seek out support and resources sooner.

Please see the attached recommended updates.

Recommended Resources:

- EO 1037: <https://calstate.policystat.com/policy/9438931/latest/>
- Registrar's Office
- Office of Student Success

Discussion

The Academic Affairs committee met to discuss this referral and made minor suggestions to the language for clarity. Times and days (i.e., 11:59pm on Friday of Week 15) were specified to help avoid confusion about if the week of instruction ends on a Friday or Sunday (based on current time modules). We also suggested additions to the proposal that helped emphasize how this

policy would not allow a student's desire to avoid a low grade to count as a justifiable reason. We consulted with the authors and the OSS about these changes and they agreed to them.

Recommendations

We recommend the following updates to the Withdrawal section of Policy No. 1601:

V. Withdrawal (Units attempted are not included in GPA)

The “W” symbol is used for a student withdrawal from a course, with the approval of appropriate campus representatives, after the tenth day (second week) through the twentieth day (fourth week) of instruction. It carries no connotation of the student performance and is not used in calculating grade point average. A “W” will not be recorded for a class unless the student has officially withdrawn from the class.

Withdrawal from classes after the 20th day of instruction (fifth week) until the end of the twelfth week of instruction is permissible only for serious and compelling reasons. To withdraw from classes after the fifth week of instruction, students must submit a Request for Class Withdrawal for Serious and Compelling Reasons Form with the necessary approval signatures to the designated office. Poor academic performance, lack of attendance, and desire to avoid a low grade alone are not considered serious and compelling reasons for withdrawal.

After the twelfth week of instruction and before 11:59pm on the Friday of the fifteenth week of instruction, withdrawals will only be permitted when the cause of withdrawal is due to circumstances clearly beyond the student’s control, such as accident or serious illness, and when the assignment of an Incomplete Grade Agreement is not practicable. Documentation validating the students’ circumstances is required, particularly when requesting a W grade that does not count against the 18-unit withdrawal limit (WX). 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 grade may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made.

Effective fall 2009, undergraduates are limited to 18 semester units of recorded course withdrawals, i.e., where students receive “W” grades for the classes. Course withdrawals prior to fall 2009 and withdrawals approved through the Retroactive Withdrawal process (Policy No. 1413) will not contribute to this limit. After the tenth day of instruction and before 11:59pm on the Friday of the fifteenth week of instruction, students whose reasons for withdrawing from classes are beyond their control may request that such class withdrawals not contribute toward the 18-semester unit limit. Approved requests for this exception will be indicated by the Dean’s signature and the lead authority in the Office of Student Success (or designee) on the Request for Class Withdrawal for Serious and Compelling Reasons Form.