

**Reference Number:** S98-196

**Senate Approval Date:** Thursday, January 01, 1998

## **WITHDRAWAL FROM COURSES**

### **Academic Senate Policy #S98-196**

**(Formerly S96-196)**

At its meeting of April 14, 1998, the Academic Senate approved the following policy on Withdrawal from Courses:

A. First Four Weeks of Semester -

Free Add/Drop Period accomplished through Touch Tone. Course will not show on permanent record, future class lists, or grade report.

B. Fifth Week through the Twelfth Week of Instruction -

From the beginning of the fifth week through the twelfth week of instruction, withdrawal from a course will be permissible, for serious and compelling reasons, by consulting the faculty member teaching the course. The form will be delivered by the student to the instructor for a decision. The form must be accompanied by a copy of the student's unofficial SFSU transcripts. The instructor will have the prerogative to:

1. *Approve the request:*

Student will receive a 'W' grade (Withdrawal). If the withdrawal is approved, the student will submit the signed form to the department chair for approval. The department chair will forward approved forms to Student Records. The student's name will appear on the grade report with a pre-printed 'W.' The student's permanent record will show a 'W' grade. However, such grades will not be used to compute a student's GPA.

2. *Deny the request:*

If the faculty member or department chair denies the request, he or she shall write the word 'DENIED' across the face of the transaction form and return the form to the student. If the student has previously withdrawn from the same course two times, the faculty member or department chair shall deny the petition.

C. Fifth Week through the Last Day of Instruction -

From the beginning of the fifth week through the last day of the semester, an instructor may initiate the withdrawal of a student for compelling reasons, normally that the student stopped attending early in the course. The instructor will submit the withdrawal form to the department chair for approval. The department chair will forward approved forms to Student Records.

D. Appeal -

The student may appeal the instructor's denial of a withdrawal request through the Board of Appeals and Review (BOAR). Withdrawals approved by BOAR or related administrative action shall be assigned a grade of 'W.'

E. Bulletin Copy -

During the first four weeks of instruction, dropping a course(s) is permitted without restriction or penalty. No symbol is recorded on the student's permanent record. The procedure for dropping a course during this period is described in detail in the *Class Schedule*.

After the first four weeks of instruction, withdrawal from a course is permissible by consulting the instructor involved. The student should submit the appropriate form and supporting documents (including unofficial transcripts) to the instructor. The instructor will review, either approve or deny it, and sign it. If the withdrawal is approved, the student will submit the signed form to Student Records. If the student has previously withdrawn from the same course two times, the petition will be denied. Should the instructor be unavailable despite the student's best effort to meet with him/her, the withdrawal request may be reviewed and determined by the chair of the department in which the course is given. Student may receive a grade of 'W' which will appear on his/her permanent record. However, a 'W' grade shall not be counted toward the student's GPA. The student may appeal an instructor's denial of a withdrawal request through the Board of Appeals and Review.

**\*\*APPROVED BY PRESIDENT CORRIGAN ON APRIL 20, 1998\***

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