

1 **Rationale:** Although our catalog addresses Withdrawal from courses, we did not have any formal policy. We
2 needed to make sure our Withdrawal practice does not violate **EO 1037**. We needed to address concerns from
3 the auditors regarding late semester withdrawals being approved without documented reasons. The sources of
4 these paragraphs are indicated with foot notes.
5

6 **APC: Term Withdrawal Policy**

7
8 Definition: This policy governs course and university withdrawals.
9

10 Authority: Executive Order 1037
11

12 Scope: The enrollment of new and continuing students at CSU San Marcos
13

14 **I. EXECUTIVE SUMMARY**

15
16 Students are held responsible for completion of every course in which they register through the end of the
17 add/drop period for each term.ⁱ To withdraw from the University or from a class, students must submit a
18 withdrawal form at Cougar Central; otherwise, the student will receive a grade of "WU" (unauthorized
19 withdrawal)ⁱⁱ or "F" in the course. Undergraduate students may withdraw from no more than 18 semester-
20 unitsⁱⁱⁱ, with exceptions specified below, attempted at CSU San Marcos. The maximum allowable units for
21 withdrawal applies to coursework taken in matriculated status and any courses taken through extended
22 education, special session, or Open University
23

24 **II. WITHDRAWAL (W)**

25
26 Students may withdraw on or before the Add/Drop deadline (end of the second week of semester (end of
27 approximately 10% of the academic term) and the course will not appear on their permanent records.^{iv}No
28 symbol need be recorded in such instances. *After the second week of instruction and prior to the 19th day of*
29 *instruction, students may withdraw with a "W" for reasons such as inadequate preparation.* In connection
30 with all other approved withdrawals, the "W" symbol shall be used. Undergraduate students may withdraw
31 from no more than 18 semester-units.^v
32

33 **Withdrawal after the Second Week of Instruction and Prior to the End of the Twelfth Week of** 34 **Instruction:**

35 Withdrawal during this period is permissible only for serious and compelling reasons^{vi}(see below).
36 Permission to withdraw during this time shall be granted only with the approval of the instructor and the
37 department chair and/or dean or dean's designee^{vii}. All requests to withdraw under these circumstances and
38 all approvals shall be documented as prescribed by the campus. The requests and approvals shall state the
39 reasons for the withdrawal. Records of such approvals shall be maintained in accordance with the campus
40 record retention policy.^{viii}
41

42 **Serious and Compelling Reasons:**

43 The following situations are typical of those for which "serious and compelling" is appropriate justification for
44 approving withdrawals.

- 45 ■ An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause
46 withdrawal from the University. For example, a one- to two-week absence with a doctor's written
47 excuse.
- 48 ■ An extended absence due to a death in the immediate family. This applies to absences exceeding a
49 week due to family affairs that must be attended to by the student.
- 50 ■ A necessary change in employment status which interferes with the student's ability to attend class.
51 The student's employer must verify this change in employment status in writing for the term in which
52 the withdrawal is being requested.
- 53 ■ Other unusual or very special cases, considered on their own merit.
54

- 55 The following situations would not fall under the intent of "serious and compelling."
56 ▪ Grade anticipated in class is not sufficiently high, or student is doing failing work.
57 ▪ Failure to attend class, complete assignments, or take a test.
58 ▪ Dissatisfaction with course material, instructional method, or instructor.
59 ▪ Class is harder than expected.
60 ▪ Pressure of other classes, participation in social activities, or simple lack of motivation.
61 ▪ A change of major.^{ix}
62

63 **Withdrawals after the Twelfth Week or Retroactive Withdrawal:**

64 Requests for withdrawal from courses after the twelfth week of instruction (retroactive withdrawal) are seldom
65 granted. Students are expected to formally withdraw from classes or the university prior to the end of the
66 twelfth week of instruction if work, personal, or health reasons interfere with class attendance or ability to
67 complete work or exams.
68

69 Withdrawal from classes or the university after the twelfth week of instruction will be considered only for
70 accident or serious physical or mental illness, or serious personal or family problems where the cause of
71 withdrawal is due to circumstances clearly beyond the student's control and the assignment of an incomplete
72 grade is not practicable. In addition, extenuating circumstances must be shown to have prevented withdrawal
73 in a more timely fashion. Students may not request a late withdrawal for poor academic performance. Lack of
74 awareness of the withdrawal procedures is not an extenuating circumstance.^x
75

76 Requests for permission to withdraw after the twelfth week of instruction shall be handled and filed as
77 indicated in the preceding paragraph, except that such requests must also be approved by the academic
78 administrator appointed by the president. Such withdrawals will not count against the 18 units maximum
79 allowable to withdraw.^{xi}
80

81 A "W" shall not be used in calculating grade point average or progress points. The following statement shall
82 appear in the campus catalog:
83

84 The symbol "W" indicates that the student was permitted to withdraw from the course after
85 the__(day/week) of instruction with the approval of the instructor and appropriate campus
86 officials. It carries no connotation of quality of student performance and is not used in
87 calculating grade point average or progress points.
88

89 In addition to this statement, the campus catalog shall include a description of the procedures to be followed in
90 withdrawing from a class or from the campus.^{xii}
91

92 **III. WITHDRAWALS FOR EXTENUATING CIRCUMSTANCES**

93
94 **Complete Withdrawal for Medical Reasons**

95 The University may allow a student to withdraw without academic penalty from all classes if the following
96 criteria are met:
97

- 98 A. A completed Withdrawal Form, including any required medical documentation, is submitted to Cougar
99 Central before the end of the semester, and
100
101 B. The student presents evidence to demonstrate that a severe medical or debilitating psychological condition
102 prevented the student from attending and/or doing the required work of the courses to the extent that it
103 was impossible to complete the courses.^{xiii}
104

105 A grade of "W" will be used for withdrawal from all courses for the term due to medical reasons, and will not
106 be counted toward the maximum 18 units allowable for withdrawals.^{xiv}
107

108 **Repeat Complete Medical Withdrawal:**
109 If the student has been granted a complete medical withdrawal in the subsequent preceding term, then
110 additional medical withdrawal requests must consider the question of whether or not the student can complete
111 appropriate educational objectives, and must be reviewed on a case-by-case basis.
112

113 After a repeat medical withdrawal is granted, the student may be required to obtain a clearance from an
114 appropriate medical or psychological professional that states the student is well enough to return to classes
115 with the full expectation that the student will be able to complete the semester and intended educational
116 objectives.^{xv}
117

118 **Withdrawal Procedures for Students Mobilized for Active Military Duty**

119 Students called for active military duty may withdraw from courses throughout the term without restriction or
120 penalty with the appropriate documentation. For clarification of Veterans Administration policies on
121 withdrawals, incompletes, course repeats, etc., please contact the veterans representative located in the Office
122 of Registration and Records.^{xvi}
123

124 **IV. Unauthorized Withdrawal (WU)**

125
126 The symbol "WU" shall be used where a student, who is enrolled and does not officially withdraw from a
127 course but fails to complete it. The symbol "WU" shall be identified as a failing grade in the transcript legend
128 and shall be counted as units attempted but not passed in computing the grade point average. In courses which
129 are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the
130 symbol "WU" is inappropriate and "NC" shall be used instead. The following statement shall appear in the
131 campus catalog:
132

133 The symbol "WU" indicates that an enrolled student did not withdraw from the course and
134 also failed to complete course requirements. It is used when, in the opinion of the instructor,
135 completed assignments or course activities or both were insufficient to make normal
136 evaluation of academic performance possible. For purposes of grade point average and
137 progress point computation this symbol is equivalent to an "F."^{xvii}
138
139

ⁱ Long Beach CSU Withdrawal Policies document p 17

ⁱⁱ EO 1037 6f

ⁱⁱⁱ EO 1037 6a

^{iv} CSUSM Catalog

^v EO1037 6, 6a

^{vi} EO 1037 – 6.d.

CSUSM 2008 Catalog

Long Beach – CSU Withdrawal Policies Review document – p.17

Los Angeles – CSU Withdrawal Policies Review document – p.21

^{vii} CSUSM 2008 Catalog

Dominguez Hills– CSU Policies Withdrawal Review document – p.7

^{viii} EO1037 6d

^{ix} Chico – CSU Policies Withdrawal Review document – p.5

^x Humboldt– CSU Policies Withdrawal Review document – p.17

^{xi} EO 1037 6e

^{xii} EO 1037 6e

^{xiii} Long Beach – CSU Policies Withdrawal Review document – p.17-18

^{xiv} Addresses item #4 of "Clarification of Executive Order 1037"

^{xv} Long Beach – CSU Policies Withdrawal Review document – p.18

^{xvi} CSUSM 2008 Catalog – p. 28

^{xvii} EO 1037 – 6.f.

1 **Background and Rationale:**

- 2 • The current catalog language is not precise enough.
- 3 • The current practice at CSUSM does not work well with 1) significant changes in major/minor
- 4 requirements and 2) students switching to a newly developed concentration/option/track.
- 5 • This new policy addresses these two problems by adding new possibilities to what Title V requires.
- 6 Underlined sentences are those in addition to our catalog language.
- 7 • Although we prefer the students to avoid confusion by choosing one catalog term for all requirements,
- 8 it is not possible to force a student to do this for a variety of reasons outlined in this document. We
- 9 have decided to allow students to try to keep one term for all requirements.
- 10 • The language on page 73 of the current catalog should be changed to direct students to appropriate
- 11 offices for declaring/changing his/her catalog term. It should also be changed to direct graduate and
- 12 2nd baccalaureate students to appropriate pages.

13

14 **APC: Undergraduate Catalog Rights Policy**

15

16 **Definition:** Undergraduate Catalog Rights Policy defines catalog rights in relation to graduation

17 requirements.

18

19 **Scope:** All CSUSM undergraduate students

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21 **Authority:** Title V Section 40401

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23 **I. Election of Graduation Requirements and Catalog Rights for Undergraduate Students**

24

25 A student may elect to meet the **graduation requirements in effect:**

- 26 1. at the time the student began his/her college program at any one of the California State University
- 27 (CSU) campuses or California Community Colleges,
- 28 2. when the student entered the CSU campus from which s/he intends to graduate,
- 29 3. at the time the student applies for graduation or at the time the student graduates from CSU San
- 30 Marcos,
- 31 4. at the time the student declares or changes his/her Major/Concentration/Option/Track/Minor, or
- 32 5. at the time changes in Major or Minor requirements are found to affect the student.

33 By choosing the **catalog term(s)** [year and semester] for the graduation requirements, a student is claiming

34 his/her **catalog rights**.

35

36 There are three types of **graduation requirements**:

- 37 1. *General University Requirements:* Total Units; Campus Residency; GPA; US History, Constitution
- 38 and American Ideals; Writing Requirement; Language Other Than English; Computer Competency
- 39 2. *General Education Requirements:* Lower-Division Areas A-E, Upper-Division BB, CC, DD, and
- 40 3. *Major or (optional) Minor Requirements.*

41 A student's **catalog terms** may or may not be the same for all three types, as described below in Sections II

42 and III.

43

44 As long as a student maintains **continuous attendance** at CSU San Marcos, or a combination of CSU

45 campuses and California Community Colleges, his/her **catalog rights** are protected, and thus his/her

46 **catalog term(s)** for the **graduation requirements** listed above, are protected. See Section VI for the

47 definition of continuous attendance.

48

49 **II. Typical Circumstance for Transfer Students**

50

51 Transfer students attending a California Community College follow requirements in effect at the beginning

52 of their study at a community college for General University and General Education. But the **catalog**

53 *rights (and thus the catalog term)* for the Major or (optional) Minor are established when the Major or
54 Minor is declared at CSU San Marcos, and at that time, the student may also select the catalog term for
55 General University and General Education requirements to be the same as that of the Major or Minor
56 requirements.

57

58 **III. Special Circumstances for Major and (optional) Minor Requirements**

59

60 **Discontinued/Modified Courses**

61 If a student is following an earlier version of a Major/Minor in which his/her department has discontinued
62 or modified required courses, the department will authorize appropriate substitutions.

63

64 **Changes in the Curriculum**

65 If the Major/Minor requirements change, a student may select the catalog term for Major/Minor
66 requirements in effect at the time the student requests the change. The student may also select the catalog
67 term for General University and General Education requirements to be the same as that of the Major or
68 Minor requirements.

69

70 **Changing the Major/Concentration/Option/Track/Minor**

71 If while enrolled, a student declares or changes his/her Major/Concentration/Option/Track/Minor, the
72 student may select the catalog term for the Major or Minor requirements in effect at the time of the
73 declaration or change. The student may also select the catalog term for General University and General
74 Education requirements to be the same as that of the Major or Minor requirements.

75

76 **IV. Graduating Students**

77

78 Regardless of the previously declared *catalog term(s)*, when a student applies for graduation, s/he may
79 select the catalog term for any of the graduation requirements in effect 1) at the time the student applies for
80 graduation or 2) at the time the student graduates.

81

82 **V. Continuous Attendance and Out-One Term for Undergraduate Students** (from page 73 of the 83 current catalog)

84

85 **Continuous Attendance**

86 Continuous attendance/enrollment, as it refers to attendance by a student at any campus of The California
87 State University, means enrollment in at least one course for at least one regular semester in each calendar
88 year. Absence due to an approved educational leave or for attendance at another accredited institution of
89 higher learning shall not be considered an interruption in attendance, if the absence does not exceed two
90 years.

91

92 **Out-One Term**

93 An “out-one term” for an undergraduate student is a regular semester (either spring or fall) of any calendar
94 year in which s/he does not enroll in any course or drops from all courses by the end of the add/drop
95 period, and which immediately follows a semester in which s/he was enrolled in at least one course beyond
96 the add/drop period. A student maintains *catalog rights* during the out-one term. After exhausting the
97 “out-one” allowance, if a student does not enroll and attend the subsequent term, the student must reapply
98 for admission and may forfeit catalog rights, unless the student is granted an Educational Leave of
99 Absence. Absence due to an approved educational leave shall not be considered an interruption in
100 attendance if the absence does not exceed two years.

1 **GEC: Earning GE Credit in Cross-Listed GE courses**

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3 **Description:**

4
5 **Authority:**

6
7 **Scope:**

- 8
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10 I. No student may use a course from their major area, or any course cross-listed in their
11 major area, to satisfy upper division general education (UDGE) requirements BB, CC,
12 DD.
13
14 II. For majors requiring courses from a variety of disciplines, students are only prohibited
15 from using courses in their primary field, or cross-listed with their primary field (e.g.
16 LBST, WMST) within the interdisciplinary major to satisfy UDGE requirements.
17
18 III. This measure supersedes the resolution brought forth by GEC that was passed by
19 Academic Senate on February 5, 2003, entitled, "Resolution Regarding Upper Division
20 General Education Requirement" (available at:
21 http://www2.csusm.edu/academic_programs/GE_Curricular_Forms/Feb_5_2003.pdf).
22
23 IV. This measure is in line with GEC 299-05, "Resolution on Satisfaction of the DD
24 Requirement for Social Science Majors."
25
26 V. This measure shall be effective with the fall semester of 2010.

Academic Senate Office – Academic Affairs Division

FY 09/10

A. Planning Assumptions and Goals

1. The Academic Senate office is currently budgeted for one permanent staff person and operating expenses to include course releases for Senate officers and standing committee chairs, travel for the chair, office supply/equipment lease/facilities, computer complements, telephone services, and mail services. No increase to the current level of funding is anticipated except in the case of formulas based on the Academic Affairs release time rate.
2. The Academic Senate office manages funds for our two statewide senators' travel. These funds are allocated to the campus by the statewide senate office in Long Beach and fully cover the senators' expenses. We expect this practice to continue.
3. We anticipate increasing the staff person's salary by approximately 5% and adding a part-time student assistant to the staff in 09/10. If possible, the student will be employed via the Federal Work Study program at no cost to the division.
4. We anticipate replacing our malfunctioning Konica copier with a copier under the current university contract with Canon (\$1284 annual). In addition, we plan to replace a malfunctioning RTU laptop with a laptop added to the Senate's "refresh" schedule (\$530 one-time fee; \$1200 annual).

B. Programmatic Goals

- Continued support for the Academic Senate and its committees.
- Expansion of web-based information for the Senate and campus community at large.