

## **Withdrawal Policy Proposed Academic Senate Resolution & Background and Supporting Documentation**

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Adopted: June 6, 2023

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS - 963- 23**

**RESOLUTION TO REVISE THE COURSE AND TERM WITHDRAWAL POLICY**

**Impact on Existing Policy:     Resolution Regarding Guidelines for Withdrawal from Classes  
after the Census Date from AS-103-80/IC**

- 1   WHEREAS,     The most recent version of an academic senate resolution to course and term  
2                     withdrawals was passed in 1980 (see AS-103-80/IC);  
3  
4   WHEREAS,     The California State University (CSU) created Executive Order (EO) 1037 (CSU  
5                     Grading, Repetition of Courses, Academic Renewal and Appeals Policy) on  
6                     August 1, 2009;  
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8   WHEREAS,     Section 6 of EO 1037 provides guidelines related to Withdrawal (Grade of “W”);  
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10  WHEREAS,     EO 1037 was last revised July 27, 2021;  
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12  WHEREAS,     Cal Poly’s current course and term withdrawal policy is not aligned with EO 1037;  
13  
14  WHEREAS,     It is often costly, difficult and sometimes impossible for students to obtain the  
15                     currently required documentation in a timely manner in order for course and  
16                     term withdrawals not to count toward maximum units allowed by EO 1037;  
17  
18  WHEREAS,     There is a lack of consistency across colleges with regards to how course and  
19                     term withdrawal petitions are reviewed, approved, or denied;  
20  
21  WHEREAS,     There is lack of awareness about or understanding of the course and term  
22                     withdrawal policy and process among students;  
23  
24  WHEREAS,     AS-103-80/IC does not address the impact of findings of academic dishonesty on  
25                     withdrawal grades (see AS-722-10, “Resolution on Academic Dishonesty”)  
26  
27  WHEREAS,     The upcoming conversion to semesters provides an opportunity for Cal Poly to  
28                     update the course and term withdrawal policy; therefore be it  
29

30 RESOLVED: That AS-103-80/IC, *"Resolution Regarding Guidelines for Withdrawal from*  
31 *Classes After the Census Date."* be rescinded....and be it further  
32  
33 RESOLVED: That Cal Poly adopt the attached policy and process related to course and term  
34 withdrawals, and be it further resolved  
35  
36 RESOLVED: That the attached course and term withdrawal policy and process be  
37 implemented effective Fall quarter 2023 or as soon as possible thereafter  
38  
39 RESOLVED: That university advising in collaboration with the office of the registrar and  
40 academic programs and planning provide information to educate faculty, staff,  
41 and students about the course and term withdrawal policy and process

Proposed by: Academic Senate Instruction Committee,  
Collaborative Advising for Student Success  
Council, and University Advising.

Date: April 25, 2023

## PROPOSED WITHDRAWAL POLICY

### Dropping a Course

Dropping a course may be permitted without restriction or penalty until the drop deadline. Check [planning calendar](#) for current information about deadlines.

### Withdrawal Policy

The administrative grade "W" (Withdrawal Authorized) indicates that the student was permitted to withdraw from a course or the term after the drop deadline (the end of the official drop period). Withdrawing from a course or the term carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

Undergraduate students may withdraw from no more than 28 quarter or 18 semester units. This limit applies only to units attempted at Cal Poly. **In certain cases, withdrawal petitions that are verified by the dean of the student's college or designee to be serious and compelling reasons *and* considered to be beyond the student's control, will not count against the unit maximum.**

#### Withdrawal After the Drop Deadline and Prior to the Final 20% of Instruction

Students may petition to withdraw from a course or the term after the Drop Deadline and before the final 20% of instruction for serious and compelling reasons. **It is not possible to describe in advance all the reasons that are acceptable or not acceptable as serious and compelling. They may be medical, psychological, financial, or personal, affecting the student or the student's family.** It should be emphasized that poor grades, irregular attendance, or dissatisfaction with the course are not in themselves sufficient reasons to withdraw.

#### Withdrawal During the Final 20% of Instruction

If students have serious and compelling reasons beyond their control, they can submit a petition to withdraw from a course or the term during the last 20% of instruction. **There must** be appropriate verification from the student's dean or designee for the petition to be considered. Petitions for course or term withdrawals during the final 20% of instruction will NOT be approved without verification from the dean of the student's college or designee. These withdrawals will not count against the unit maximum.

Refer to the [planning calendar](#) for withdrawal deadlines for each academic term.  
[https://registrar.calpoly.edu/calendars\\_deadlines](https://registrar.calpoly.edu/calendars_deadlines)

### Withdrawal Process

All requests to withdraw and all approvals shall be documented in a withdrawal petition. The student can obtain this petition from the Office of the Registrar website. The withdrawal

## PROPOSED WITHDRAWAL POLICY

petitions (course or term) will include the last day of attendance and the reasons for the withdrawal. Records of such approvals shall be maintained in accordance with the CSU retention policy.

### Petition to Withdraw After the Drop Deadline and Prior to the Final 20% of Instruction

Withdrawals after the Drop Deadline and prior to the final 20% of instruction may be approved when the student has serious and compelling reasons (see above for description of serious and compelling reasons).

### Petition to Withdraw During the Final 20% of Instruction

Withdrawals shall not be permitted during the final 20% of instruction except in cases where the cause of withdrawal is due to serious and compelling reasons **beyond the student's control** and the assignment of an Incomplete ("I") grade is not practicable. Petitions to withdraw during the final 20% of instruction **must have appropriate verification from the dean of the student's college or designee**. Withdrawals during the final 20% of instruction will not count toward the unit maximum.

### Course Withdrawal Petitions

Petitions to withdraw from a course require the student's signature, the acknowledgement of the instructor and the approval of the student's dean or designee.

### Term Withdrawal Petitions

Petitions to withdraw from the term require the student's signature and the approval of the student's dean or designee.

## Additional Information

- Students are encouraged to speak with an academic advisor, faculty advisor/mentor or associate dean in their college for further information and advice.
- The official drop period is the proper time to evaluate preparation level, time commitment, normal progress, interest, etc., for each class. (See "Serious and Compelling Reasons" above for clarification.)
- Students receiving financial aid should consult a financial aid counselor before withdrawing from a course or the term.
- Course or term withdrawals during the final 20% of instruction will only be considered for the most serious reasons and **MUST** have appropriate verification from the dean of the student's college or designee. Withdrawals during the final 20% of instruction will not count against the unit maximum.
- Students who have received a grade reduction as a result of academic dishonesty ***that has been designated as such by OSRR*** are NOT eligible to withdraw from the course in

## **PROPOSED WITHDRAWAL POLICY**

which the grade has been impacted by academic dishonesty. All W grades will revert to the letter grade issued by the instructor for the course.

## **CURRENT WITHDRAWAL POLICY**

### **Withdrawals / Renewal**

The W grading symbol indicates that the student was permitted to withdraw from the course after the regular add/drop period with the approval of the appropriate campus officials. It carries no adverse connotation of quality of student performance and is not used in calculating grade point averages.

Between the end of the regular add/drop period and the end of the seventh week of instruction a student must request permission to withdraw from a course by processing a petition that is available at the Office of the Registrar. The petition is approved and withdrawal authorized only if there are serious and compelling reasons for withdrawal in the judgment of the department head.

The withdrawal petition also requires the signature of the course instructor and the student's academic advisor.

Between the end of the 7th week of instruction and the last day of instruction, withdrawals are permitted only if the withdrawal is based on an emergency situation clearly beyond the control of the student. In such cases a final or incomplete grade may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. The student must request permission to withdraw as specified above, or request grade assignment, both of which are subject to approval by designated campus officials. Any student who fails to provide notification or who fails to obtain formal approval to withdraw is subject to failing grades (WU, F, or NC).

Undergraduate students may withdraw from no more than 28 quarter units.

### **Cancellation of Registration or Withdrawal from the Term**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term.

Students may drop their classes on their Student Center all the way through the add/drop period, until the end of the 8<sup>th</sup> day of the term. Grades are not assigned for courses dropped during this period.

With the approval of campus officials, a student is permitted to withdraw from all classes for the quarter for serious and compelling reasons until the end of the 7th week of instruction. After the 7th week and through the last day of instruction, withdrawals for the term must be based on an emergency situation clearly beyond the control of the student, and approved by campus officials.

The student is required to initiate a request for a term withdrawal with the Registrar and to complete required exit procedures. If the student is unable to appear in person, he/she may write or call the Office of the Registrar, 805.756.2531, to request withdrawal. The request must specify

## CURRENT WITHDRAWAL POLICY

reasons for leaving the institution and include the student's signature. The date of the withdrawal is established according to the guidelines contained in the institutional policies governing term withdrawals or as determined by the Registrar.

The student may be eligible for a full or partial refund of registration fees depending upon the time and circumstances of withdrawal. If eligible for a refund, the refund remains in the student's account on campus, unless the student files a written application for the refund to be sent to the student. Fee refund policy information is available at <https://afd.calpoly.edu/fees/>.

Students who receive financial aid funds must consult with the Financial Aid and Student Account Offices prior to withdrawing from the University regarding any refunds or repayments of grant or loan assistance received for that academic term. If a Title IV financial aid recipient withdraws from the University during a payment period, the grant or loan assistance received is subject to federal refund and repayment provisions.

## Withdrawal from Previous Terms

A student may petition to have all grades retroactively changed to the administrative grade of "W" if he/she can demonstrate and document that there were serious and compelling reasons or circumstances that resulted in the unofficial withdrawal for the quarter in question. A student may not retroactively withdraw from selected courses during a particular quarter, but must petition to withdraw from the entire quarter. **The petition must be submitted within one year following the end of the term.** Refunds of registration fees are not available for withdrawals following the last day of instruction. For more information, contact the Office of the Registrar.

From: <https://catalog.calpoly.edu/academicstandardsandpolicies/grading/#withdrawalsrenewal>





Origination 8/1/2009  
Effective 7/27/2021  
Last Revised 7/27/2021  
Next Review 7/31/2025

Owner April Grommo:  
Asst VC, Enroll  
Mgmt Svcs  
Area Academic and  
Student Affairs  
Codes COVID-19, EO  
1037

## CSU Grading, Repetition of Courses, Academic Renewal, and Appeals Policy

*In accordance with the attached memorandum dated April 15, 2020, sections A.6.a, B.1, B.2.a and B.2.b of this policy have been temporarily suspended due to the suspension of in-person classes across our system due to the COVID-19 pandemic, as well as Executive Order N-25-20 issued by Governor Gavin Newsom requiring adherence to social distancing guidelines.*

### Policy

This policy (EO 1037) establishes administrative grading symbols, minimum standards governing the assignment of grades, policies on the repetition of courses, policies on academic renewal, and provisions for appeal to ensure that the rights and responsibilities of faculty and students are properly recognized and protected.

### A. Administrative Grading Symbols

The administrative grading symbols AU, I, IC, RD, RP, W, and WU along with the definitions, rules, and procedures governing their application shall be utilized as circumstances require on all California State University campuses. Use of the symbols AU and RD are optional with each campus, except that where utilized, the definition and circumstances of application shall be as provided herein. No other grading symbols except the traditional grades of A, B, C, D, or F; or the non-traditional grades of A, B, C, NC; or CR-NC (where specifically authorized) shall be employed without the express prior approval of the Executive Vice Chancellor and Chief Academic Officer. To the extent permitted by Section 40104.1 of Title 5 of the California Code of Regulations, each campus may use plus and minus designations in combination with traditional letter grades of A, B, C, and D.

## **1. AU (Audit)**

The following catalog statement reflects the minimum requirements for enrollment as an auditor. Authority to permit enrollment in this status rests with each campus. When audit status is permitted, students may not change from credit to audit later than the census date for the term for which the student is enrolled in the course for which such grades are to be awarded. If enrollment as an auditor is permitted, the following statement together with any further campus requirements shall appear in the campus catalog:

Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes in that term. A student who is enrolled for credit may not change to audit after the \_\_\_\_\_ week of instruction. (Insert appropriate number for campus.)

## **2. I (Incomplete Authorized)**

The "I" symbol shall be used only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases, use of the "RP" symbol is required. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed.

A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC.

An Incomplete shall be converted to the appropriate grade or symbol within one year following the end of the term during which it was assigned provided, however, an extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems. Where campus policy requires assignment of final grades on the basis of numerous demonstrations of competency by the student, it may be appropriate for a faculty member to submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade in accordance with campus policy.

The following statement shall appear in the campus catalog:

The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned.

This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record after the calendar year deadline.

### **3. IC (Incomplete Charged)**

The "IC" symbol may be used when a student who received an authorized incomplete "I" has not completed the required course work within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade for grade point average and progress point computation.

- a. In cases in which the student was enrolled on a Credit/No Credit basis, the "default grade" used in the event that the condition(s) of the "incomplete" have not been met may be a grade of No Credit (NC).

### **4. RD (Report Delayed)**

The "RD" symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the registrar only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible. An "RD" shall not be used in calculating grade point average or progress points. Although no catalog statement is required, whenever the symbol is employed, an explanatory note shall be included in the transcript legend. The registrar shall notify both the instructor of record and the department chair within two weeks of the assignment of RD grades.

### **5. RP (Report in Progress)**

The "RP" symbol shall be used in connection with thesis, project, and similar courses in which assigned work frequently extends beyond a single academic term and may include enrollment in more than one term. The "RP" symbol shall be replaced with the appropriate final grade within one year of its assignment except for master's thesis enrollment, in which case the time limit shall be established by the appropriate campus authority. The president or designee may authorize extension of established time limits.

The following statement shall appear in the campus catalog:

The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses. (Insert campus statement describing the time limit for theses.)

## **6. W (Withdrawal)**

Withdrawal from a course (or courses) may be permitted, without restriction or penalty, during a time period established by the campus. However, this time period shall not extend beyond the census date. No symbol need be recorded in such instances. In connection with all other approved withdrawals, the "W" symbol shall be used.

- a. Undergraduate students may withdraw from no more than 18 semester-units (27 quarter-units). Campuses may permit the withdrawal from up to 28 quarter units.
- b. Campuses may elect to be more restrictive on withdrawals than the maxima listed above.
- c. The limits apply only to units attempted at the campus.
- d. Withdrawals after the census date and prior to the last twenty percent of instruction may be assigned only for serious and compelling reasons. Permission to withdraw during this time shall be granted only with the approval of the instructor and the department chair and/or dean as described by campus policy. All requests to withdraw under these circumstances and all approvals shall be documented as prescribed by the campus. The requests and approvals shall state the reasons for the withdrawal. Records of such approvals shall be maintained in accordance with the campus record retention policy.
- e. Withdrawals shall not be permitted during the final twenty percent of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. 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 may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be approved by the academic administrator appointed by the president to act in such matters. Such withdrawals will not count against maximums provided for in 6.a.

A "W" shall not be used in calculating grade point average or progress points.

A unique grade, e.g., "WM", may be used to differentiate between withdrawals permitted under Section A-6e from withdrawals permitted under A-6d. The use of a unique grade for withdrawals made as per A-6e may assist campuses in determining when the maximum units (Sections A-6d) have been reached. (Some have suggested that some persons might not want their transcripts of university study to contain references in "medical withdrawal," etc.).

- f. The following statement shall appear in the campus catalog:

The symbol "W" indicates that the student was permitted to withdraw from the course after the \_\_\_\_\_ (day/week) of instruction with the approval of the instructor and appropriate campus

officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

In addition to this statement, the campus catalog shall include a description of the procedures to be followed in withdrawing from a class or from the campus. Such procedures shall be consistent with all applicable provisions of this executive order.

- g. WU (Withdrawal Unauthorized). The symbol "WU" shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of attendance by the student. The symbol "WU" shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which 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" shall be used instead. The following statement shall appear in the campus catalog:

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

If local campus policy prescribes other instances where this symbol may be used, the foregoing statement shall be extended to cover such instances.

## **B. Repetition of Courses**

The provisions in this section apply only to undergraduate courses. Campuses should develop and publish their own policies and procedures with regard to the repetition of graduate and other post-baccalaureate coursework.

1. Undergraduate students may repeat courses only if they earned grades lower than a C.
2. Course Repeats with "Grade Forgiveness" (Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc.):
  - a. Undergraduate students may repeat up to 16 semester-units (24 quarter-units) with grade forgiveness.
  - b. Undergraduate students may repeat an individual course for grade forgiveness no more than two times.
  - c. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.
    - i. In cases where "grade forgiveness" is not to be applicable to courses for which the original grade is the result of a finding of academic dishonesty, it may be prudent to uniquely "code" such grades so as to automatically

prevent the application of "grade forgiveness" to such grades.

3. **Course Repeats with "Grades Averaged":**  
Campuses may permit undergraduate students to repeat an additional 12 semester units (18 quarter-units), i.e., units in addition to the 16 semester-units (24 quarter units) for which grade "replacement" is permitted. In such instances the repeat grade shall not replace the original grade; instead both grades shall be calculated into the student's overall grade-point average.
4. Sections B-2a, B-2b, and B-3 apply to all courses except those which are specified by the campuses as being "repeatable for credit", e.g., marching band, intercollegiate athletics or special topics classes.
5. Campuses may elect to be more restrictive on course repeats than the maxima listed above.
6. The limits apply only to units completed at the campus.

## **C. Academic Renewal**

1. Under certain circumstances, a campus of the university may disregard up to two semester or three quarters of previous undergraduate coursework taken at any institution from all considerations associated with the requirements for a baccalaureate degree.

These circumstances are:

- a. The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and
- b. The previous level of performance was due to extenuating circumstances, and
- c. All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.

University policy regarding academic renewal is not intended to permit the improvement of a student's grade point average beyond what is required for graduation.

2. Final determination, that one or more terms shall be disregarded, shall be based on careful review of evidence by a committee appointed by the president, which shall include the designee of the chief academic officer and consist of at least three members.

Such final determination shall be made only when:

- a. Five years have elapsed since the most recent work to be disregarded was completed, **and**
  - b. The student has earned in residence at the campus since the most recent work being considered was completed:
    - i. 15 semester (22 quarter) units with at least a 3.0 GPA or
    - ii. 30 semester (45 quarter) units with at least a 2.5 GPA or
    - iii. 45 semester (67 quarter) units with at least a 2.0 GPA
3. When such action is taken, the student's record shall be annotated so that it is readily evident to users of the record, that NO work taken during the disregarded term(s), even if satisfactory,



has been applied towards the meeting of degree requirements. However, all work must remain legible on the record.

If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution's policy. But, elimination of any coursework's consideration shall reduce by one term the two semester /three quarter maximum on the application of academic renewal to an individual CSU student's record. Campuses may adopt more stringent policies with regard to academic renewal, but no more lenient policy maybe used regarding the removal of coursework being considered for the meeting of baccalaureate degree requirements.

## **D. Assignment of Grades and Grade Appeals**

The following principles support the minimum standards governing the assignment of grades and provisions for appeals:

1. Faculty have the sole right and responsibility to provide careful evaluation and timely assignment of appropriate grades. (Administrative grading symbols may be assigned only in accordance with the provisions of this executive order.)
2. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.
3. In the absence of compelling reasons, such as instructor or clerical error, prejudice or capriciousness, the grade assigned by the instructor of record is to be considered final.
4. Students who believe that an appropriate grade has not been assigned should first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student may present his/her case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction.
5. If the instructor of record does not assign a grade, or if he/she does not change an assigned grade when the necessity to do so has been established by appropriate campus procedures, it is the responsibility of other qualified faculty to do so.
6. "Qualified faculty" means one or more persons with academic training comparable to the instructor of record who are presently on the faculty at that campus.
7. Each campus faculty senate has authority and responsibility for providing policy and procedures for the proper implementation of the foregoing principles.
8. Each campus president is responsible for ensuring that the policies and procedures developed by the faculty senate are in conformance with the principles and provisions of this executive order and for ensuring that such established policies and procedures are carried out.

Each campus shall implement policy and procedures covering the assignment of grades and grade appeals which include at least the following provisions:

1. The time and manner of reporting course grades including provisions for assuring that such grades have been assigned by the instructor of record.
2. Circumstances under which the instructor of record may change a grade once assigned, and procedures for making such changes

3. A means for preliminary review of potential appeals that may resolve differences before initiation of formal proceedings.
4. Grounds for which a grade appeal is permitted.
5. One or more committees for hearing grade appeals which shall provide safeguards to assure due process for both student and instructor. Such committees shall include student membership. Student members shall not participate in assignment of grades.
6. Procedures whereby grades are assigned by other qualified faculty in circumstances where the instructor of record does not do so, including those instances where a grade change is recommended by a grade appeals committee and the instructor of record does not carry out that recommendation.
7. Specification of time limits for completion of various steps in the appeal process and of the time period during which an appeal may be brought.
8. Description of the extent of the authority of appeal committee(s), including provisions which clearly limit grade changes to instances where there is a finding that the grade was improperly assigned.
9. Limitation of committee authority to actions which are consistent with other campus and system policy.
10. A statement that there is a presumption that grades assigned are correct. Thus, the burden of proof rests with the individual who is appealing.
11. Procedures for dealing with allegations of improper procedure.
12. Assignment of authority to revise policies and procedures for grade appeals to the campus faculty senate. The campus president is responsible for ensuring that such revisions conform to the principles and provisions of this executive order.
13. Provision for annual reporting to the campus president and campus faculty senate on the number and disposition of cases heard.

These policies and related procedures shall be published in a manner that ensures that all faculty and students have an opportunity to be aware of them (in class schedules, faculty manuals, student handbooks, etc.). While it is not necessary that policy and procedures be published in their entirety in generally circulated documents, such publications shall ensure that the students are aware that policy and procedures exist and where they may be obtained.

## General Clarifications:

- A. With regard to the limits on withdrawals and repeats, it should be assumed that absent campus policy to the contrary, all such running totals begin at zero (0) at the beginning of the Fall term of 2009.
- B. Unless campus policy indicates otherwise, the limits on repeated courses (Sections B-2a, B-2b, and B-3) do apply to courses taken in matriculated status as well as coursework completed via self support, e.g., adjunct, open university, etc.
- C. Unless campus policy indicates otherwise, the limit on withdrawals (Section A-6a) does apply to coursework taken in matriculated as well as coursework completed via "self- support," e.g., extended education, Open University, special session, etc.



- D. As with many other matters of academic policy, campuses may choose to set up review petitions processes for the responsible granting of waivers to the requirements of this policy.

## Authority

This policy is issued pursuant to Sections 40104 and 40104.1 of Title 5 of the California Code of Regulations and [Section II of the Standing Orders of the Board of Trustees of the California State University](#), and as further delegated by the [Standing Delegations of Administrative Authority](#).

## All Revision Dates

7/27/2021, 5/1/2020, 8/1/2009

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## Attachments

[Temporary Suspension of Sections of Executive Order 1037.pdf](#)

## Approval Signatures

Step Description	Approver	Date
EVC	Fred Wood: Interim EVC Acad/ Stdnt Affairs [NE]	7/27/2021
Area Manager/Owner	Luoluo Hong: Assoc VC Stdnt Affairs&Enrl Mg	7/21/2021
Area Manager/Owner	Christina Gutierrez: Comm Spclst, Acad & Sdnt Affrs	5/17/2021

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-103-80/IC  
November 18, 1980

RESOLUTION REGARDING GUIDELINES FOR WITHDRAWAL  
FROM CLASSES AFTER THE CENSUS DATE

Background: A student may currently petition to withdraw from a class after the census date, but prior to the start of the eighth week. According to the catalog, the petition will be approved and the withdrawal authorized "only if there are serious and compelling reasons for the withdrawal in the judgment of the instructor and the department head." The petition requires the signature of both the instructor and the department head.

The definition of "serious and compelling reasons" recommended by the Academic Council in December 1976 were approved by President Kennedy in February 1977. But the definitions were never addressed by the Academic Senate nor have they been published in the catalog. In January 1980, the CSUC Academic Senate recommended local campus Senates to develop guidelines for evaluating the "serious and compelling reasons."

- WHEREAS, The university is impacted and many courses are oversubscribed, students should be expected to make a commitment to their courses prior to the census date; and
- WHEREAS, The university recognizes that there are "serious and compelling" reasons for which a student might need to withdraw from a class or classes; and
- WHEREAS, Each student should have available both the procedures and the kinds of reasons the university considers sufficiently serious and compelling to warrant withdrawal; and
- WHEREAS, The instructor of the course is the proper person to be consulted on the options available to the student with respect to progress within the course; and
- WHEREAS, The student's advisor is the proper person to be consulted concerning the ramifications of dropping a particular class or classes in terms of progress toward graduation; and
- WHEREAS, Neither the instructor nor advisor should be in the position of evaluating the serious and compelling reason for the petition to withdraw; and
- WHEREAS, The Academic Council has determined that the department heads are able to evaluate the serious and compelling reasons for withdrawal petitions; therefore be it

## WITHDRAWAL PROCEDURES AND GUIDELINES

RESOLVED: That the following procedures for withdrawing from classes after the census date be adopted and be included in the catalog and the Campus Administrative Manual.

Procedure: Any student wishing to withdraw from a class after the census date, but prior to the start of the eighth week of a quarter must petition to do so. Withdrawal petitions are available at the Records Office.

- a. The student shall consult with both the instructor and his/her advisor for the purposes of reviewing progress in the course, progress toward graduation, and the effect of withdrawing from the course.
- b. Approval or disapproval of the petition is granted by the instructor's department head. The student must present the petition with an explanation of the nature of the serious and compelling reasons. Confidentiality when the reasons are personal can be protected by having the appropriate Health Center or Counseling Center official verify that there are serious and compelling reasons to withdraw. Verification of other reasons may be required at the discretion of the department head. After any appropriate consultation, the department head shall approve or deny the withdrawal petition in accordance with the guidelines set forth below.

and be it further

RESOLVED: That the following guidelines for interpretation of "serious and compelling reasons for withdrawal" be adopted and be included in the catalog and Campus Administrative Manual:

### Guidelines for Serious and Compelling Reasons

After the census date a student may not drop a class and receive a "W" on the permanent record unless there is a "serious and compelling" reason. Whether the reason advanced by a student is in fact serious and compelling is a matter that requires judgment and interpretation.

It is not possible to describe in advance all the reasons that are acceptable or not acceptable as serious and compelling. The guidelines below should serve to illustrate the intent. Each case should be considered on its own merits.

1. Medical. Serious illness or injury of the student or of his/her immediate family which has resulted in inability to make up course material missed. Verification by the University Health Center or by the student's personal physician may be required.
2. Financial. For many different reasons a student's financial situation may become so critical that withdrawal from the University is the only recourse. In other cases, withdrawal from a part of the student's course list may be indicated. A student who requests withdrawal after the census date for financial reasons must offer an explanation for his decision to withdraw and may be asked for verification.
3. Personal. Problems of a psychological or other personal nature may indicate withdrawal from a course in order to preserve reasonable progress toward a student's educational goals. Depending upon the nature of the problem, appropriate verification by the University Counseling Center or the Health Center may be required.

There may be other serious and compelling reasons to withdraw from classes. Each such case is to be considered on its own merits.

It should be emphasized that poor grades, irregular attendance, or dissatisfaction with the course are not in themselves sufficient reasons to withdraw after the census date. The official drop period--the first three weeks of each quarter--is the proper time to evaluate preparation level, time commitment, normal progress, interest, etc., for each class.

Each school may further interpret these guidelines as to what constitutes "serious and compelling" reasons.

and be it further

RESOLVED: That the petition for withdrawal form include statements that:

- a. The instructor and advisor signatures indicate that the proposed withdrawal has been discussed and do not necessarily indicate approval of the withdrawal or acceptance of the serious and compelling reasons for the request.
- b. The department head must either approve or disapprove the petition based on the reasons given and any verification or consultation that is appropriate.
- c. The proper appeal procedure, if deemed necessary by the student, is through the Fairness Board.

Adopted: November 16 2010

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-722-10**

**RESOLUTION ON ACADEMIC DISHONESTY:  
CHEATING AND PLAGIARISM PROCEDURES**

- 1 RESOLVED: That the Academic Senate of Cal Poly endorse the attached *Academic Dishonesty:*  
2 *Cheating and Plagiarism* procedures; and be it further  
3  
4 RESOLVED: That the approved *Academic Dishonesty: Cheating and Plagiarism* procedures be  
5 distributed via electronic mail to all faculty members for their information and use.

Proposed by: Academic Senate Executive Committee  
Date: October 5 2010  
Revised: November 16 2010

## ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM

### 684 Academic Dishonesty: Cheating and Plagiarism

The University does not condone academic cheating or plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter. Instructors should be diligent in reducing potential opportunities for academic cheating and plagiarism to occur. Students' rights shall be ensured through attention to due process, as detailed below.

#### 684.1 Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time of questions or answers on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

#### 684.2 Procedure for Addressing Cheating

- a) Instructors should be confident that cheating has occurred; if there is any doubt, the student should be consulted and/or additional information sought prior to taking action for cheating.
- b) The student should be notified by memorandum of the instructor's determination that cheating has occurred and the intended punishment. Said memorandum should notify the student that if s/he denies cheating: (1) the department head of the course of record will be given an opportunity to resolve the situation to the satisfaction of both parties; and (2) if the situation remains unresolved, an appeal of the finding of cheating (though not of the punishment, if the finding of cheating is upheld) is available through the Office of Student Rights and Responsibilities (OSRR).
- c) Cheating requires, at a minimum, an "F" assigned to the assignment, exam, or task, and this "F" must be reflected in the course grade. The instructor may assign an "F" course grade for an incidence of cheating.
- d) Irrespective of whether an appeal is made, the instructor is obligated to submit to the OSRR director a Confidential Faculty Report of Academic Dishonesty. Physical evidence, circumstantial evidence, and testimony of observation may be attached.
- e) If an appeal is made, the grade assigned for cheating and the associated course grade cannot be appealed to the Fairness Board should the OSRR confirm the incidence of cheating.
- f) The OSRR director shall determine if any disciplinary action is required in addition to the assignment of a failing grade. Disciplinary actions which are possible include, but are not limited to: required special counseling, special paper or research assignments, loss of student teaching or research appointments, removal from a course, loss of membership in organizations, suspension or dismissal from individual programs or from the University. The most severe of the possible actions shall be reserved for grievous cheating offenses or more than one offense by an individual.

### 684.3 Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; e.g., quotation marks, footnotes, or commentary. Examples of plagiarism include but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.

### 684.4 Procedure for Addressing Plagiarism

- a) Instructors should be confident that plagiarism has occurred; if there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism.
- b) Plagiarism may be considered a form of cheating and therefore subject to the same procedure which requires notification to the OSRR director and, at a minimum, an "F" assigned to the assignment, exam, or task (See Section 684.2). However, plagiarism may be the result of poor learning or poor attention to format, and may occur without any intent to deceive; consequently, some instructor discretion is appropriate. Provided that there was no obvious intent to deceive, an instructor may choose to counsel the student and offer a remedy (within her/his authority) which is less severe than that required for cheating. (If in doubt about her/his authority to offer a particular remedy, the instructor should consult OSRR.) Even under these circumstances, the instructor must submit to the OSRR director a Confidential Faculty Report of Academic Dishonesty.
- c) An instructor may not penalize a student for plagiarism in any way without advising the student by memorandum that a penalty is being imposed. The instructor should further advise the student in said memorandum that if s/he denies committing plagiarism: (1) the department head of the course of record will be given an opportunity to resolve the situation to the satisfaction of both parties; and (2) if the situation remains unresolved, an appeal of the finding of plagiarism (though not of the punishment, if the finding of plagiarism is upheld) is possible through OSRR.

State of California  
**M e m o r a n d u m**

**CAL POLY**

SAN LUIS OBISPO  
CA 93407

To: Rachel Fernflores  
Chair, Academic Senate

Date: January 4, 2011

From: Robert Glidden  
Interim President



Copies: R. Koob, E. Smith

Subject: Response to Academic Senate Resolution AS-722-10  
Resolution on Academic Dishonesty: Cheating and Plagiarism Procedures

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I formally acknowledge receipt and approval of the above-entitled Academic Senate resolution.

Please convey my appreciation to the Academic Senate members for their attention to this important matter.





OFFICE OF THE PRESIDENT

**MEMORANDUM**

**To:** Jerusha Greenwood  
Chair, Academic Senate

**Date:** July 28, 2023

**From:** Jeffrey D. Armstrong  
President

**Copies:** Jennifer Haft  
Cynthia Jackson-Elmoore  
Beth Merritt Miller  
Academic Dept Chairs/Heads  
Academic Deans  
CASS Council  
College Associate Deans  
Office of Financial Aid  
Office of the Registrar  
Office of the Provost  
Office of Student Rights and  
Responsibilities  
University Advising

*Jeffrey D. Armstrong*

**Subject:** Response to AS-963-23 Resolution to Revise the Course and Term Withdrawal Policy

By way of this memo, I am pleased to acknowledge and approve the above-entitled resolution.

The revision to the Course and Term Withdrawal Policy meets the requirements set forth in CSU Executive Order 1037; clarifies how the process works during the final 20 percent of the instruction each term; accounts for the important roles of academic advising, financial aid, and the Office of Student Rights and Responsibilities; and provides clarity in the process for our students, often during times they are facing extenuating circumstances. Revisions such as these are necessary to move the university forward in reducing administrative barriers to promote student success.

Please extend my appreciation to the Academic Senate, the Academic Senate Instruction Committee, the Collaborative Advising for Student Success Council, and University Advising for their efforts in this matter.