



Withdrawal from a Course Policy

Policy Number:	AA 03-015
Policy Administrator:	Provost and Vice President of Academic Affairs
Policy Initiator:	Office of the Registrar
Authority:	CSU Executive Order 1037 –Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Polices on Academic Renewal, and Grade Appeals.
Effective Date:	June 18, 1998
Revised Date:	January 12, 2023
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy provides guidance regarding withdrawal from individual courses at California State University Maritime Academy (Cal Maritime).

Scope:

This policy applies to undergraduate students currently enrolled at Cal Maritime.

Accountability:

The Office of the Registrar is responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime to allow students to withdraw from courses within the regulated deadlines outlined below. This policy does not apply to summer courses.

Procedure:

A. Withdrawal from a Course or Courses:

A withdrawal is a removal of a course from a student’s schedule after add/drop.

1. The symbol of “W” indicates that a student was permitted to withdraw from a course and carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.
2. Students may not withdraw from individual co-requisite components (unless Chair approval is attained).

B. Reasons for a Withdrawal from Courses:

Undergraduate students may withdraw from no more than 18 total semester units of coursework attempted at Cal Maritime. Withdrawals for “serious and compelling” reasons, which are petitioned and approved according to the procedures below, may not count toward the maximum of 18 semester units.

1. Petitions should be accompanied by supporting documentation (dated within 60 days of submission and relevant to petition to withdraw from course) and may not be considered without.
2. Documentation may include: letter of support issued by the Student Health Center or a health care provider, memorial service program, military letter.
3. Definition of Serious and Compelling:

For the purposes of withdrawal, Cal Maritime defines “serious and compelling” as follows:

Situations, such as illness or accident clearly beyond the student’s control. The following situations are typical of those for which “serious and compelling” is appropriate justification for withdrawal:

- a. Significant medical and/or mental health conditions
 - An example of approved documentation includes a letter from a health care provider or the Student Health Center stating that a medical and/or mental health conditions require you to take a reduced workload.
 - b. Called to military service
 - Documentation confirming military service is required
 - c. Death of a close family member
 - A close family member can be biological, adopted, foster, or chosen. A memorial service program, newspaper obituary posting, or death certificate is required.
 - d. Environmental or Social factors
 - An example of documentation for environmental or social factors could be verification of a residential address within an area impacted by a natural disaster affecting the student's living situation or a documented family emergency.
 - e. Other significant reasons to be considered on their own merit
 - Documentation must reflect a catastrophic circumstance clearly beyond the student's control and where the assignment of an incomplete grade is not practicable. This could include but is not limited to housing insecurity, court order, mental health crisis, etc. and must be verified with credible supporting documentation.
4. The following situations **DO NOT** fall under the intent of “serious and compelling”:
 - a. Grade anticipated in class is not sufficiently high, or student is doing failing work (including situations where the student has been penalized with a failing grade for academic dishonesty);
 - b. Failure to attend class, complete assignments, or take a test that is unrelated to serious and compelling reasons;
 - c. Dissatisfaction with the course material, instructional method, or instructor;
 - d. Class is harder than expected;
 - e. Pressure of other classes, employment, and/or participation in extracurricular activities;
 - f. A change of major;
 - g. Lack of awareness of the withdrawal process or procedures.

C. Exemption: Exemption means that the withdrawn units will be exempted from the 18-unit maximum. Exemption of W units will only be approved if the “serious and compelling reasons” are recent events or circumstances that could not have been addressed earlier and are accompanied by supporting documentation as discussed in section B.

D. Before add/drop (see Academic Calendar):

Students may drop a course (or courses) without penalty until the end of add/drop. No symbol or grade will be recorded on the student’s academic transcript.

E. After add/drop and prior to census (see Academic Calendar):

1. Students may withdraw from a course (or courses) for any reason.

2. Students who withdraw during this period shall receive a grade of “W”.
3. Withdrawing from a course (or courses) for reasons that are not “serious and compelling” will count toward the 18-unit maximum.
4. Students withdrawing from a course (or courses) for “serious and compelling” reasons may petition for exclusion of the “W” units from the 18-unit maximum.

F. From census to end of week 12:

1. Students may withdraw from a course (or courses) only for “serious and compelling” reasons. Supporting documentation shall be provided.
2. Students must file a Petition to Withdraw for each course, stating their reasons for withdrawal.
3. If a student’s Petition to Withdraw is approved, a grade of “W” will be assigned.
4. The student’s Petition to Withdraw from the course (or courses), and the subsequent Petition for Exemption of the “W” units are considered as individual considerations.
5. If a student’s petition is denied the student shall remain enrolled and final grades for the courses will be posted.

G. After week 12:

1. Students may ONLY withdraw from a course (or courses) due to “serious and compelling reasons” which prevented them from filing their petition prior to week 12.
2. Students must file a Petition to Withdraw for each course, stating their reasons for withdrawal and the reason they were not able to submit prior to week 12.
3. If a student’s Petition to Withdraw is approved a grade of “W” will be assigned. If a student’s petition is denied the student shall remain enrolled and final grades for the courses will be posted.
4. Approved withdrawals may not count against the 18-unit maximum. Note: While in many cases withdrawing from a course may be the best option, the student may wish to discuss with the course instructor whether an incomplete is a practical option (see Incomplete Grade Contract).

H. Retroactive Withdrawal from Individual Courses:

1. Withdrawals from individual courses are not permitted upon the completion of the term.

Additional Resources:

1. [University Withdrawal Form](#)
2. [Petition to Late Drop Individual Courses](#)
3. [Academic Calendar](#)
4. [Academic Standing Policy](#)