

## Information about Withdrawing and Repeating Courses

### Starting fall 2009:

- 1) Students may repeat courses only if they earned grades lower than a C.
- 2) Students may repeat up to 16 semester-units with previous grade replaced.
- 3) Students may repeat up to an additional 12 semester-units with grades averaged.
- 4) Students may withdraw from no more than a total of 18 semester-units after census with a serious and compelling reason throughout their academic career. [This does not include Catastrophic Withdrawal.]

### ***There are now 2 kinds of withdrawals: “Serious and Compelling” and “Catastrophic”.***

#### ***Definitions and policies for different types of withdrawals:***

- **Drop:** Dropping a course on or before the census date. Not recorded on transcript. May have a \$2 fee.
- **Serious and Compelling Withdrawal:** Dropping a course after census date but before the 13<sup>th</sup> week of class. Requires a serious and compelling reason and approval by the faculty member teaching the course and the department chair. Results in a grade of “W.” The fee is \$20. Executive Order 1037 limits students to a total of 18 units with a grade of “W,” effective fall 2009. Examples considered to be “Serious and Compelling” include: psychological problems, loss of care for dependents, inappropriate behavior of someone else in the classroom, and serious reversal in student’s financial situation. Documentation must be provided. Doing poorly in the class, taking too many units, being too busy with work, not liking the class, not knowing how or when to drop are **not** considered serious and compelling reasons.
- **Catastrophic Withdrawal:** Disenrollment from a course, or from the campus, after the census date due to catastrophic events clearly beyond a student’s control, such as a severe illness or injury, being called to military service, or death of a close family member. Formal documentation must be provided and requests must be approved by the faculty member teaching course, the department chair, and the appropriate college dean or designee. Results in a grade of “W”, but does not count toward the 18-unit limit for withdrawals and is the only category of disenrollment permitted after the start of the 13<sup>th</sup> week of classes (last 20% of instruction).
- New students who drop all classes prior to the 4<sup>th</sup> week of the semester will need to reapply to HSU.
- For additional information about withdrawing or dropping, please go to the Office of the Registrar, SBS 133 or call (707)826-4101.