

**HSU Addendum to Executive Order 1037:
Clarification on Policies for Withdrawing from Courses**

Definitions and policies for different types of withdrawals:

- **Drop:** Disenrollment from a course before the census date. Not recorded on the student's transcript.
- **Withdrawal (W):** Disenrollment from a course after the census date but prior to 11:59 PM on Monday of the 11th week of classes in the regular semester requires documentation of a "serious and compelling" reason for withdrawing be provided to the Registrar's office, who will determine whether Withdrawal is appropriate. If the student provides sufficient documentation to the Registrar's office, faculty members teaching the course will be notified that a student has petitioned for a Withdrawal and be given the opportunity to provide feedback to the Registrar's office if necessary. If granted, a grade of "W" appears on the student's transcript. EO 1037 limits undergraduate students to a total of 18 units with a grade of "W," effective Fall 2009.
- **"Serious and compelling" reason for withdrawal:** Examples include psychological problems, loss of care for dependents, inappropriate behavior of someone else in the classroom, and serious reversal in the student's financial situation. Documentation must be provided to the Registrar's office. Note: reasons such as doing poorly in a class, taking too many units, being too busy to do the work, not liking the class, not knowing how or when to drop are *not* considered to be "serious and compelling."
- **Catastrophic Withdrawal (WC):** Disenrollment from a course or from the campus after the census date due to catastrophic events clearly beyond a student's control, such as severe illness or injury, being called to military service, consequences of the death of a close family member. Formal documentation of the event must be provided to the Registrar's office, who will determine whether or not a Catastrophic Withdrawal is appropriate. If the student provides sufficient documentation to the Registrar's office, faculty members teaching the course will be notified that a student has petitioned for a Catastrophic Withdrawal and be given the opportunity to provide feedback to the Registrar's office if necessary. If granted, a grade of "W" appears on the student's transcript (the recording of "WC" is internal, as Catastrophic Withdrawals do not count toward the 18-unit limit for withdrawals). This is the only category of disenrollment permitted after the beginning of the 11th week of classes in the regular semester.

Diagram showing when different types of withdrawals are permitted:

