WITHDRAWALS

WHEN TO ALLOW A STUDENT TO WITHDRAW

Students can be assigned a “W” grade when they withdraw from a course after Late Registration. Students must submit a Petition for Exception with the appropriate signatures and documentation to qualify for a “W” grade.

WITHDRAWAL LIMITS

- Starting in the Fall 2009 semester, students can now withdraw from only 18 units during the course of their studies at CSUDH.
- After that, any courses not completed will result in a failing grade.
- Any withdrawals taken before the Fall 2009 term do not count toward the 18-unit limit.

EXCEPTIONS TO THE LIMIT

- Students who encounter serious medical conditions or other extenuating circumstances during the last 20% of the term may qualify for withdrawal that will not count against the 18-unit limit.

INCOMPLETES

WHEN TO GIVE AN INCOMPLETE

- You may assign a grade of “Incomplete” (“I”) to students who are unable to complete course work due to unforeseen but fully justifiable reasons.
- These students will need to demonstrate why they should receive an “I.”
- You and the student must also agree, in a written contract, on how and when the uncompleted course requirements will be fulfilled within one academic year from receiving the “I.”
- Faculty must assign an “I” grade and input the contract online in the faculty center.

INCOMPLETES AND REGISTRATION

- Students who have received an “I” may not enroll for that course again until the “I” grade has been fulfilled.
- Students who have already registered for a course for which they have received an “I” will be dropped from that course.

LIMITS ON REPEATS AND CANCELS

- Starting in the Fall 2009 semester, undergraduate students who get a grade of C- or lower in a course taken at CSUDH may repeat that course for grade forgiveness.
- Only the most recent grade will be calculated into the GPA for undergraduate or credential course; the first course will automatically be canceled unless otherwise requested by the student.
- Undergraduate students may repeat and cancel no more than 16 units over the course of their undergraduate studies at CSUDH.

Students can repeat an individual course no more than two times.
- Any courses repeated and canceled before the Fall 2009 semester do not count toward the 16-unit limit.

ACADEMIC PROBATION AND DISQUALIFICATION

WHAT IS ACADEMIC PROBATION?

The University expects all students to maintain good academic standing (at least a 2.0 grade point average (GPA) or higher) in all classes taken at CSUDH, and in all transferable courses from other colleges and universities. Academic probation at CSUDH results when students receive deficient grade points and their grades fall below the 2.0 GPA in either the overall cumulative GPA (all transferable college courses, including CSUDH work) and/or their CSUDH cumulative GPA (all courses at CSUDH).

WHAT IS ACADEMIC DISQUALIFICATION?

Undergraduate students on academic probation are subject to disqualification if they have CSUDH or overall GPAs below the four minimum GPAs listed as follows:

- Freshmen (0 – 29 units completed) with a CSUDH or overall GPA below 1.5
- Sophomores (30 – 59 units completed) with a CSUDH or overall GPA below 1.7
- Juniors (60 – 89 units completed) with a CSUDH or overall GPA below 1.85
- Seniors (90+ units completed) with a CSUDH or overall GPA below 1.95

The Registrar’s office will notify students who are on probation. Probationary students who then fall below their safe class level minimums will be notified of disqualification. Undergraduate students will be removed from academic probation when their cumulative GPA(s) in all college work attempted and CSUDH coursework are 2.0 (“C” average) or higher.

HAVE QUESTIONS? If you or your students have questions about these policy changes, please contact the Records and Registration office at admit@csudh.edu or call (310) 243-3645.

This information can be found at: http://www3.csudh.edu/student-affairs/sis/fact-sheets/default.html