



University Policy Statement

UPS 300.016

STUDENT-INITIATED DROP AND WITHDRAWAL POLICY

Procedures for a student to withdraw from a course differ depending on the time period within the term and the reason for withdrawal, with corresponding consequences described below. Guidance for withdrawal procedures for terms and sessions is available in the Registration Guide on the [Office of the Registrar website](#). The dates below are specific to fall and spring; dates for other terms and sessions are determined by the Office of the Registrar.

I. Drop from Classes prior to Mini-Census

Mini-Census is a count of student enrollment on the eleventh day of instruction of the fall or spring semester, not including weekends or holidays. A student is permitted to drop a course until the Mini-Census date without a record of enrollment or withdrawal on the student's transcript. This may be accomplished via the normal drop procedure administered by the Office of the Registrar and detailed in the Registration Guide.

II. Non-Medical Withdrawal Following Mini-Census

Requests for non-medical withdrawals after mini-census and before the final twenty percent of instruction, shall be permitted for serious and compelling reasons, as specified by the student. Requests for non-medical withdrawals after the Mini-Census date shall require signed approval by the instructor and the Department Chair or equivalent. Approved non-medical withdrawal from a class after the Mini-Census date is signified on the student's academic record by a grade of W, which counts against the 18-unit withdrawal limit, but is not included in the calculation of the student's grade point average.

III. Non-Medical Withdrawal During the Final Twenty Percent of Instruction in the Semester

Requests for non-medical withdrawals during the final twenty percent of instruction shall only be permitted in appropriately documented cases demonstrating that the student cannot complete the semester (e.g., court/legal documents, military orders) and when an Incomplete is not practicable. Requests for permission to withdraw under non-medical circumstances must be filed with the Office of the Registrar and approved by the academic administrator appointed by the President. Such withdrawals must be due to circumstances clearly beyond the student's control. Approved non-medical withdrawal from a class during the final twenty percent of instruction is signified on the student's academic record by a grade of W but does not count against the 18-unit withdrawal limit and is not included in the calculation of the student's grade point average.

IV. Medical Withdrawal for Serious Accident or Illness

Requests for medical withdrawals after mini-census shall be permitted for serious medical reasons. For a medical withdrawal, the student must provide credible documentation for such reasons and requests will be reviewed by a Medical Review Team (MRT); all supporting documentation will be held confidentially in a secure location for the duration prescribed by the CSU Records Retention Policy. Approved medical withdrawal requires formal notification of the instructor and the department chair or equivalent and approval of the academic administrator appointed by the President. If the medical withdrawal is denied, only the student will be notified by the Office of Registrar. Approved medical withdrawal from a class after the mini-Census date is signified on the student's academic record by a grade of W, but does not count against the 18-unit withdrawal limit and is not included in the calculation of the student's grade point average.

V. Additional Policies

1. There is an 18-unit maximum on non-medical withdrawals during the student's undergraduate career on the CSUF campus. Graduate student non-medical withdrawals are treated differently and repeated withdrawal can result in administrative academic notice.
2. Withdrawals at any point of the semester may involve one or more courses.
3. The Medical Review Team (MRT) shall consist of the Dean of Students, the Associate Dean of Students, the Director of Counseling and Psychological Services (CAPS), the Director of Disability Support Services, the Director of Health Services, and a faculty member elected by the Academic Senate (counseling or medical/nursing training is highly desirable for this faculty position). The faculty member shall have a three-year term, renewable for one additional term at the discretion of the Academic Senate Executive Committee.
4. If a student is withdrawing from a course that is a co-requisite, the student shall also withdraw from any corresponding courses for which it is a co-requisite, unless the co-requisite is waived with instructor consent.

Source: Academic Standards Committee

EFFECTIVE DATE: April 15, 2026
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