

**ACADEMIC POLICIES COMMITTEE**  
2015-2016

Friday, April 1, 2016  
2-3:30pm, Sacramento Hall 161

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**MEMBERS**

Stephen Blumberg (Music, A&L)  
Anne Bradley (Library, LIB)  
Sue Escobar, Chair (Criminal Justice, HHS)  
Jean Gonsier-Gerdin (Teaching Credentials, EDU)  
Amber Gonzalez (Undergraduate Studies, EDU)  
Jacqueline Irwin (Communication Studies, A&L)

Yang Li (Marketing & Supply Chain Management, CBA)  
Todd Migliaccio (Sociology, SSIS)  
Matt Schmittlein, (Geography, NSM)  
Kristin Van Gaasbeck (Economics, SSIS)  
Rustin Vogt (Mechanical Engineering, ECS)

**NON-VOTING/EX-OFFICIO MEMBERS**

Sylvester Bowie (Faculty Senate)  
Jasmine Murphy (Academic Advising Center)  
Dennis Geyer (Office of the University Registrar)  
Don Hunt (Division of Student Affairs)  
Don Taylor (Office of Academic Affairs)

Kris Trigales (Office of the University Registrar)  
Marcellene Watson-Derbigny (Student Academic  
Success/Educational Opportunity Program)  
Aryn Fields (Associated Students, Inc.)  
Gabriel Hernandez (University Staff Assembly)

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**AGENDA**

**1. Call to Order**

**2. Open Forum**

Brief period for members to raise issues related to the committee charge that are not on today's agenda.

**3. Approval of the Agenda**

**4. Approval of Minutes from March 18, 2016 (Appendix A)**

**5. Nominations for Chair of APC, 2016-17**

**6. Drop Policy, Amendment of. (Appendix B)**

**7. Discussion: (T. Migliaccio) Smart Planner: implementation and potential academic policy impact**

**8. Meeting Schedule for Spring 2016**

<del>February 5</del>	<del>March 18</del>	May 6
<del>February 19</del>	April 1	
<del>March 4</del>	April 15	

**8. Adjournment**



**2015-16 FACULTY SENATE  
ACADEMIC POLICIES COMMITTEE  
MINUTES March 18, 2016**

*Approved:*

March 29, 2016

Members Present: Blumberg, Bradley, Escobar, Gonsier-Gerdin, Gonzalez, Li, Migliaccio, Schmidlein, Van Gaasbeck, Vogt, Hernandez, Murphy, Trigales, Taylor

Members Absent: Bowie, Fields, Geyer, Hunt, Irwin, Watson-Derbigny

Guests Present: Heather, Malroutu

**Call to Order:** Called to order at 2:00 p.m.

1. **Blended Programs Policy:** J. Heather, GSPC Chair, provided an overview of GSPCs proposed Blended Programs Policy. He is seeking consultation with both APC and CPC since there are implications regarding timely declaration of major and curriculum, which involve both policy committees respectively.
  
2. **Information: Todd's Ad Hoc Working Group - Update (T. Migliaccio).** T. Migliaccio provided the Committee with an update on the development of a General Studies degree. He shared that a specific population of students has been identified, and these are students who are unable to get into impacted programs. He is trying to gain access to COGNOS so that the group can look at the data. From there, the group will be able to assess which type of program could be developed and implemented to address the needs of this specific population. The Working Group has moved away from developing what is called a "completion degree," which can involve career track folks who cannot get into an impacted major. If these students could enter into a 'service-oriented' degree program instead, they could still graduate (e.g., Health Services program). D. Taylor discussed the degree completion program (Arts & Letters). He wondered if it would be possible to make more use of the Special Major option. D. Taylor shared that he and Dean Meyer discussed the possibility of developing a template approach that would help identify what he called "a constellation of students" to move them through. The Working Group was thinking of a service-oriented or alternative track rather than a catch-all generalist degree; something that was more tailored to students trying to pursue an impacted major. G. Hernandez mentioned that CCE (College of Continuing Ed.) offers something along these lines for Nursing. However, J. Murphy raised the question as to how applicable these degrees are to the field. The Working Group will keep on working on this issue and more will be revealed sometime in the future, I'm sure ☺
  
3. **Open Forum:** A. Gonzalez, APC Liaison to Student Retention and Graduation Subcommittee (SRGS) provided an update to APC. Currently, SRGS is looking at the issue of Impaction and reviewed data from three different programs on campus (Criminal Justice, Health Science, and Psychology) at their last meeting. Data show that by the time a student has earned 45 units, it is pretty clear whether or not the student is going to get into the impacted major. However, impacted majors won't let students apply with the

supplemental application until they have 45 units completed. This creates a ‘semester lag’ for these students. Early, proactive advising would be really beneficial for students, primarily to help them select a back-up major if it does not look like they will be able to meet the admission criteria for their impacted major. J. Murphy shared that freshmen receive mandatory advising. Expressed Interest and Undeclared students will receive mandatory advising in their sophomore year, but that’s it.

4. **Agenda Approved:** Approved, as very, very very amended ☺ 3:00pm
5. **Minutes for March 4, 2016 Reviewed.** Minutes approved, 3:00pm
6. **Progress to Degree for High Unit Seniors, Establishment of Policy on.** The President’s Office made some changes to the policy, as originally approved by the Senate in 2014, and sought feedback from APC. The change centers around the President including the Dean of Undergraduate Studies and the Registrar’s Office as “a necessary component” in the process of assisting high units seniors in finding a successful path to graduation. The Committee felt that as long as the Dean of Undergraduate Studies and the Registrar’s Office played a supportive role only, then they were fine with the changes. However, the Committee also felt that the additional language from the President was not very clear as to this role that the Dean of Undergraduate Studies and Registrar’s Office would play. The Committee requested Chair Escobar to provide this feedback to S. Bowie, Faculty Senate Chair who can then share it with the President.
7. **Drop Policy, Amendment of.** Chair Escobar will bring back the draft of the proposed policy amendments for the next meeting on April 1<sup>st</sup> due to the fact that we ran out of time ... [And, besides, it was the Friday before Spring Break. Chair Escobar released everyone 5 minutes early ☺]

#### 8. Meeting Schedule for Spring 2016

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9. **Adjournment:** Meeting adjourned at 3:25pm.

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Sue C. Escobar, Committee Chair

**DRAFT****DRAFT****DRAFT****FS 15/16-xx/APC/ Drop and Withdrawal Policy, Amendment of**Dropping Courses

Each student has the responsibility of dropping any courses in which he/she is enrolled but did not attend or stopped attending.

Although instructors may exercise their authority to administratively remove any student who during the first two weeks of instruction fails to attend, students should not assume they will be dropped by this procedure. Students will receive a final grade of "F" or "WU" in courses they fail to drop officially. "Failure to attend" is defined as failure to attend any two class meetings (for courses that meet two or more times a week), one class meeting (for courses that meet once a week), or the initial meeting of those courses that require attendance at the first class meeting. Students should verify their registration to make sure they are enrolled in only the classes they are attending.

Students wishing to withdraw from **all** courses should fill out the Semester Withdrawal Form.

Until the end of the second week of instruction, students drop courses by using "My Sac State," or the CMS Student Administration system. ~~by telephone during CASPER or CASPER Plus.\*~~

Students will be charged registration fees for all courses not dropped prior to the first day of instruction. The drop in units refund deadline is the end of the second week of instruction.

Drops during the third and fourth weeks of instruction are processed in the academic department offering the course and require instructor and department chair approval.

~~After the second week of instruction all drops are permitted only for serious and compelling reasons. Drops during the third through the sixth week of instruction require the signature of the course instructor and the department chair. Drops after the fourth week of instruction will result in a W grade recorded in the student's permanent record. Reasons for dropping include a student carrying an excessive course load, a student inadequately prepared for the courses, or a student having significant job/career changes and medical problems.~~

~~After the sixth week of the semester all drops require the approval of the course instructor, department chair and the college dean. Drops during this period must be for career related or medical reasons beyond the control of the student (a student initiated job change would not qualify) and must be verified in writing. No drops are allowed after the last week of instruction. Students will receive a final grade of WU or F in courses they fail to officially drop.~~

~~\*CASPER and CASPER Plus has been replaced by CMS Student Administration.~~

### Withdrawal from a Course

Drops after the fourth week of the semester (census date) are called withdrawals. The approved Add/Drop/Withdrawal must be submitted to the Registrar's Office (Lassen Hall) after the fourth week.

Students may withdraw from no more than 18 units in their undergraduate career, unless an exception is granted (any "W" grades received prior to the Fall 2010 semester do not count towards the 18 unit maximum).

If students are seeking to drop or withdraw from an individual course or courses after the fourth week of the semester, and have reached the University maximum of 18 units of "W" grades allowable, they must submit an approved Petition to Add/Drop/Withdraw as a supplement to their Petition for Exception: Withdrawal in Excess of 18 units.

Withdrawals after the fourth week of the semester are granted only for "serious and compelling" reasons:

Withdrawal during the 5th and 6th week of the semester requires the signature of the course instructor and the department chair. Reasons for dropping in during this period include medical circumstances, carrying an excessive course load, student's inadequate academic preparation for the course, or the student having significant job or career changes.

Withdrawal during the 7th through the 12th week requires the signature of the course instructor, the department chair, and the college dean. Reasons for withdrawal during this period include only medical or work related circumstances clearly beyond the control of the student; a student initiated job change, carrying an excessive course load, or inadequate preparation do not qualify.

Withdrawal is allowed after the 12th week of instruction only in exceptional cases, such as in cases of accident or serious illness due to circumstances beyond the student's control. All signatures are required and the student must meet with an Academic Advisor in the Academic Advising Center. Withdrawals approved during the last three weeks of the semester will not count towards the 18 unit maximum; however, a grade of "W" is still recorded on the transcript.

FS 99-07 approved by the Faculty Senate February 18, 1999

Approved by the President March 30, 1999

FS 10-60/APC/Ex (May 2010) (Approved by the President... ???)

**\*FS 10-60/APC/Ex. W (WITHDRAWAL) AND (WU) WITHDRAWAL UNAUTHORIZED POLICY**

The Faculty Senate recommends approval of the revisions to the “W (Withdrawal)” and “WU (WITHDRAWAL UNAUTHORIZED)” Policies to clarify the existing policy and to align with EO 1037. These policies replace the current policies and should be incorporated in their entirety into the University Manual as follows:

1. the retention of current policy which allows for withdrawal from a course in weeks 5 and 6 for reasons due to the student carrying an excessive course load or inadequate preparation for the course.
2. the retention of current policy which *does not* allow for withdrawal from a course in weeks 7 through 12 for reasons due to the student carrying an excessive course load or inadequate preparation for the course.
3. the retention of current policy that allows for students to “Petition to Discount First WU Grades”.
4. the revisions to *Withdrawal from the University* and the *Grade Correction and Deletion* policies to be consistent with changes mandated by EO 1037.
5. inclusion of the EO 1037 specified limit placed on the number of accumulated “W” units per student during their academic career at CSUS. The limit is 18 units and applies to “W” units recorded during weeks 5 through 12.

**SUMMARY**

**DROPPING A COURSE**

Week 1 through 4

Nothing is recorded on student’s record

**W (WITHDRAWAL)**

Weeks 5 through 12

Each student is limited to a maximum of 18 accumulated “W” units during their academic career at CSUS.

Weeks 5 through 6

For serious and compelling reasons including carrying an excessive course load or inadequate preparation for a course

Approval by the chair of the department offering the course.

Week 7 through 12

For serious and compelling reasons, but not including an excessive course load or inadequate preparation for a course

Approval by the chair of the department offering the course and College Dean

Week 13 through 15

Not permitted, except in cases of accident or serious illness where the cause is due to circumstances beyond the student's control

**WU (WITHDRAWAL UNAUTHORIZED)**

## Grade Point Average (GPA) Calculations

For purposes of GPA calculation, the "WU" grade is equivalent to an "F".

Discounted First WU grade(s) are not included in the GPA calculation, however the "WU" grade(s) remain on the student's transcript

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**THE DROP AND WITHDRAWAL POLICY**

## DEFINITIONS:

*Dropping* a course refers to official removal from a course within the first four weeks of the semester (before census date). In this instance, nothing is recorded on the student's permanent record.

A *withdrawal* from a course is an official removal from a course after census date. A grade of "W" is recorded on the student's permanent record.

*Enrollment Cancellation* refers to students being administratively dropped from courses due to non-payment of fees. Enrollment Cancellation is done throughout the registration cycles prior to the census date. No "W" grades are recorded on the student's permanent record. If a student is *enrollment cancelled* during their first semester, they will be required to reapply for admission to the university.

An *Unauthorized Withdrawal* may result for failure to drop or withdraw properly from a course. In this case, a grade of "WU" is assigned by the instructor. (See "Unauthorized Withdrawal Policy" below)

*Limit on Withdrawal.* For all units attempted at California State University Sacramento, withdrawals made after the census date and prior to the last three weeks of instruction are limited to a combined total of no more than 18 semester-units during a student's academic career at CSUS [A process must be developed by APC to receive petitions for exceptions to this limitation.]



The *Student's Registration and Advising Guide* will contain established University procedures and timelines for dropping and withdrawing from courses, and also information regarding refund of registration fees upon withdrawal.

### **DROPPING COURSES:**

Each student has the responsibility of dropping any courses in which he/she is enrolled, but did not attend or stopped attending. Such drops must be in accordance with established university procedures and timelines.

*Within the first four weeks* of instruction, instructors have the authority to administratively drop any student who fails to attend any two class meetings (for courses that meet two or more times a week) or one class meeting (for courses that meet once a week) during the first week of instruction. This includes online courses where students have failed to respond to the instructor's email request for acknowledgement of course attendance.

During the first four weeks of the semester, students may drop a course (or courses) without restriction or penalty to their academic record. Courses officially dropped during the first four weeks of instruction will not be recorded on the student's permanent record.

Students will receive a final grade of "WU", "F", or "NC" (whichever is appropriate) in courses they have stopped attending and have failed to officially drop or officially withdraw.

### **WITHDRAWAL FROM A COURSE:**

All withdrawals *after the fourth week* of instruction are allowed only for serious and compelling reasons [EO 1037 language].

Acceptable reasons for a *withdrawal in weeks 5 and 6* of instruction include illness, change in employment schedule, and also carrying an excessive load or inadequate preparation for the course. During this time period, all withdrawals must have the approval of the instructor and the chair of the department offering the course [current CSUS policy].

*Withdrawals in weeks 7 through 12* of instruction are allowed only for career-related or medical reasons beyond the control of the student. Carrying an excessive load or inadequate preparation for the course are not acceptable reasons. During this time period, all withdrawals must have the approval of the instructor, the chair of the department offering the course, and the college dean [current CSUS policy].

Withdrawals from a course (or courses) *during the final three weeks* of the semester shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical. Students who must leave classes during this period should first consult with their instructors to determine whether a grade of Incomplete is appropriate.

Students will receive a final grade of “WU”, “F”, or “NC” (whichever is appropriate) in courses they have stopped attending and have failed to officially withdraw.

### **WITHDRAWAL FROM THE UNIVERSITY**

Sacramento State students withdrawing from all courses for physical, emotional, financial, family health, or other non-academic reasons must receive approval from the Academic Advising Office before leaving the University.

Withdrawals from the University *during the final three weeks* of the semester shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal are clearly beyond the student’s control and the assignment of Incompletes in each course is not practical. [EO 1037 language]. Documentation will be required.

### **UNAUTHORIZED WITHDRAWAL POLICY – WU (Withdrawal Unauthorized)**

The University requires that students process an official drop or withdrawal online or by petition within published deadlines. Failure to withdraw properly from a course may result in assignment of a “WU”, “F”, or “NC” grade in the course.

The “WU” is may be assigned in the case where the student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of a letter grade (A – F).

For purposes of grade point average, a “WU” grade is equivalent to an “F”. However, in courses which are graded Credit/No Credit, the use of the “NC” grade should be assigned and not the “WU” grade.

*Petition to Discount First WU Grade.* In the first term that a student receives one or more “WU” grades, the student may petition to have the “WU” grades dropped from their GPA calculation. To do so the student must obtain a “Petition to Discount First WU Grade” from the University Registrar’s Office or the Academic Advising Center.

The student may submit a petition at any time prior to the conferral of degree. While the petition will result in the “WU” grades being excluded from the GPA calculation, the “WU” grade remains on the student’s transcript. The “Petition to Discount First WU Grade” only applies to the first term in which the student receives one or more “WU” grades. This “Discount” policy does not apply to “WU” grades earned in subsequent terms or “WU” grades received at institutions other than Sacramento State.

A student re-enrolling in a course in which the student previously received a discounted first WU grade, will not be considered to be officially repeating the course. These units will not be considered “repeat units” as specified in the University’s Repeat Policy.

**GRADE CORRECTION AND DELETION POLICY**

A grade correction is possible only in the case of a declared administrative error. A correction in letter grade must be approved by the instructor of record and the department chairperson by the last day of the semester, either spring or fall, after the grade is posted to the student’s record. The definition of administrative error is an error made by the instructor or assistant in grade determination or posting.

A grade change may not be made as a result of work completed or presented following the close of a grade period, except for completion of work when an Incomplete grade was issued. Grades cannot be changed to “W” nor can they be changed from a letter grade to Credit/No Credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and chair of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar. In the case where the course instructor and/or department chair is unavailable, the department faculty or a committee of department faculty must approve the grade correction. In such a case, a statement of the nature of the exception, the department’s method of approval, and the date of approval, must be forwarded with the grade correction.

A petition to delete grades-may be submitted for consideration by the Academic Standards Committee for the following reasons only:

1. To remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required;
2. To correct errors by academic departments. Department verification is required;
3. To correct errors made in registration (e.g., use of wrong class code). The registrar’s office must confirm this error.

Petitions to delete grades must be submitted within one academic year from the end of the semester in which the grade was received. After a degree has been awarded, no petitions will be considered to delete grades posted prior to that award.

<p><b>CSUS CATALOG</b></p> <p>WU - Withdrawal Unauthorized indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an</p>	<p><b>EO 1037</b></p> <p>6. W (Withdrawal). Withdrawal from a course (or courses) may be permitted, without restriction or penalty, during a time period established by the campus. However, this time period shall not extend beyond the census date. No symbol need be recorded in such instances. In connection with all other approved withdrawals, the "W" symbol shall be used.</p>
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<p>“F”. (See Deletion Policy)</p> <p>W - The symbol “W” indicates that the student was permitted to withdraw from the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in grade point calculation.</p> <p><b>NOTE.</b> The University Manual does contain the complete policy nor does the Catalog.</p>	<p>6.a. Undergraduate students may withdraw from no more than 18 semester-units (27 quarter-units).</p> <p>6.b. Campuses may elect to be more restrictive on withdrawals than the maxima listed above.</p> <p>6.c. The limits apply only to units attempted at the campus.</p> <p>6.d. Withdrawals after the census date and prior to the last twenty percent of instruction may be assigned only for serious and compelling reasons. Permission to withdraw during this time shall be granted only with the approval of the instructor and the department chair and/or dean as described by campus policy. All requests to withdraw under these circumstances and all approvals shall be documented as prescribed by the campus. The requests and approvals shall state the reasons for the withdrawal. Records of such approvals shall be maintained in accordance with the campus record retention policy.</p> <p>6.e. Withdrawals shall not be permitted during the final twenty percent of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course, except that course grade and credit or an Incomplete may be assigned for courses in which sufficient</p>
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	<p>work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be approved by the academic administrator appointed by the president to act in such matters. Such withdrawals will not count against maximums provided for in 6.a.</p> <p>A "W" shall not be used in calculating grade point average or progress points.</p> <p>The following statement shall appear in the campus catalog:</p> <p>The symbol "W" indicates that the student was permitted to withdraw from the course after the __ (day/week) of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.</p> <p>In addition to this statement, the campus catalog shall include a description of the procedures to be followed in withdrawing from a class or from the campus. Such procedures shall be consistent with all applicable provisions of this executive order.</p> <p>6.f. WU (Withdrawal Unauthorized). The symbol "WU" shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to</p>
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	<p>complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of attendance by the student. The symbol "WU" shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit valuation, use of the symbol "WU" is inappropriate and "NC" shall be used instead. The following statement shall appear in the campus catalog:</p> <p>The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F."</p> <p>If local campus policy prescribes other instances where this symbol may be used, the foregoing statement shall be extended to cover such instances.</p>
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Carried.