

Drop Policy for SDSU Classes Taught in the San Dieguito Union High School District

Registration forms are collected by the teacher and are due by the drop deadline (after approximately first four weeks) for the semester as defined by the San Dieguito Union High School District School Board Policy. This corresponds to 25% of class for the semester and no refund is available after this point according to the policies for SDSU.

Dropping the class after this point will be reflected on your high school transcripts according to district policy if you are keeping the class on your high school transcript. Your SDSU transcript will have either a "W," "WU," or a letter grade according to the policies at SDSU. You are agreeing to these policies when you enroll for the course through SDSU.

Below is a policy excerpt from SDSU College of Extended Studies web site: <http://www.ces.sdsu.edu>

Refund Schedule

You may withdraw from a course by completing an official transaction form at the College of Extended Studies. Non-attendance or notifying the instructor does not constitute officially dropping or withdrawing from a course. Students who stop attending credit courses without officially dropping will receive a grade of WU or No Credit in the class. Refunds are not automatic. NO refunds are due unless the course is officially dropped within stated guidelines in the refund schedule. Students can expect to receive refunds approximately four weeks from the date the request is received. Refunds may be applied against other amounts due the University.

Refund Schedule

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b. Refund requests on or after the first day of class must be made in writing. Unless otherwise stated, in courses of five or more meetings, 65% of the fee will be refunded until 25% of the course time has elapsed, after which time there is no refund. For courses of four or less class meetings, no refund. Online course meetings are equal to one week of class time. Withdrawal or refund made after the last day of class will be by petition only for serious and compelling reasons.

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f. Decision on withdrawals and refunds will be based on the date when written withdrawal notice is received by the College of Extended Studies. Drops done by mail are effective as of the postmark date.

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Late Program Changes

Adds/drops/refunds requested after deadline dates may be done by petition only. Obtain a "Petition for Special Consideration" from the Extended Studies registration office. Petitions will only be considered for serious and compelling reasons beyond the student's control. Documentation is necessary for consideration.

Below is from the SDSU General Catalog: http://coursecat.sdsu.edu/catalog/webfolder/440-454_U_Policies.pdf

Withdrawal Grade – "W"

The symbol "W" indicates that you were permitted to drop a course after the first 15 class days of the semester because of a verified serious and compelling reason, and you have obtained the signature of the instructor and the approval of the dean or designee of the college in which the class is located. After the first 15 class days, the grade of "W" will appear on your permanent record for courses which an official drop has been approved.

Dropping a class is not permitted after 6:00 p.m. on the 15th class day of the semester, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond your control, and the assignment of an incomplete is not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the university, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor, who indicates your grade status in the class, and approved by the dean or designee of the college of your major.

After the last day of the semester, if you wish to change assigned grades to "W" grades you must request to withdraw from the full semester's work; no requests for individual classes will be accepted. Such requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control. Only those retroactive changes from an assigned grade to a "W" which are approved by the instructor who assigned the original grade will be made, except that (a) the dean or designee of the college of your major may authorize the change of "WU" to "W," and (b) department chairs shall act on behalf of instructors no longer affiliated with the university.

Withdrawal Unauthorized Grade – "WU"

The symbol "WU" indicates that you enrolled in a course, did not withdraw from the course, but failed to complete course requirements. It is used when, in the opinion of the instructor, the number of completed assignments or course activities or both were insufficient to make possible a normal evaluation of academic performance. For purposes of grade point average computation, this symbol is equivalent to an "F." If the student attended a portion of a course and then, after receiving failing grades, stopped attending without officially withdrawing, a final grade of "F" not "WU" should be assigned.