

____S A N F R A N C I S C O S T A T
E U N I V E R S I T Y____

College of Science & Engineering

FALL 2009

*DROPPING, WITHDRAWING @
GRADING OPTION PROCEDURES*

****DROPPING DURING THE FIRST TWO WEEKS****

During the first two weeks of instruction, dropping a course(s) is permitted without academic penalty. No symbol is recorded on the student's permanent record. Students are responsible for making changes to their official academic schedule. If you decide not to attend a class you enrolled in, you must drop that class through GATOR REG during access hours. If you added a class during the first two weeks and then decide to drop, you must drop through GATOR REG during access hours. As a courtesy, you are expected to notify the instructor of your intent to drop the class.

Aug 25 – Sep 11: Dropping class(es) using GATOR REG
8 a.m. to Midnight Monday through Friday

****WITHDRAWING AFTER THE FIRST TWO WEEKS****

After the first two weeks of instruction, withdrawal from a course is not permitted except for serious and compelling reasons. The "W" grade carries no connotation of quality of student performance and is not used as units attempted in calculating grade point average or progress points. The expectation of being dropped for nonattendance is not a sufficient reason for withdrawal.

Sep 12 – Nov 19: Withdrawal from a course(s) is permissible only for serious and compelling reasons. If the withdrawal is approved, the student will receive a "W" grade.

PROCEDURE: Requests for withdrawal are to be reviewed by the Instructor and Department Chair. Students must submit their unofficial transcripts along with their petitions.

Nov 20 – Dec 14: Withdrawals are normally not permitted during this period except in cases of verified accident or serious illness where the cause of withdrawal is due to circumstances clearly beyond the student's control and where the assignment of an incomplete is not practical. Ordinarily, withdrawals in this category involves a total withdrawal from the University.

PROCEDURE: All requests during this period must be reviewed by the Instructor, Department Chair, and Associate Dean. Students must submit their unofficial transcripts and appropriate documentations along with their petitions.

****CREDIT/NO CREDIT OPTION****

In a course where CR/NC grading is permitted, the student must notify the instructor and request it through GATOR REG **on or before October 20th**. Requests for changes in grading option after the deadline are made on the Petition for Waiver of College Regulations form and must be accompanied by an ADD form. The CR/NC grading symbols carry no grade point credit. The CR grading symbol used in an undergraduate level course is equivalent to grades A through C- or in a graduate level course is equivalent to grades A through B-. Students should be aware that other institutions often interpret CR as a C grade and NC as an F grade in evaluating transcripts. Grading option change after the deadline is seldom granted.

****AUDITING A CLASS****

To register in a class as an Auditor, the student must obtain instructor approval to audit by having the instructor sign an ADD form with the Audit bubble marked. Auditors **may not** change to credit status and vice versa after the **September 11th deadline**.