



California State University
Dominguez Hills

School of Nursing
1000 E. Victoria St • Carson, CA 90747

School of Nursing: Course Withdrawal Policy

The School of Nursing offers courses that vary in length from 6-16 weeks. The majority of courses are offered in a 12-week period during fall and spring semesters. Summer courses may be offered in 6-week sessions. Therefore, the Course Withdrawal Policy for the SON differs from the University policy. The SON Policy for withdrawal for students taking BSN and MSN courses is as follows:

1. Students who wish to drop a course at the mid-term, i.e., by week 6 in a 12-week course or by week 3 in a 6-week course, will be assigned a “W” if the withdrawal form indicates a “serious and compelling” reason for the withdrawal.
2. The withdrawal is subject to approval by the course instructor and the SON Chair. Documentation may be required before the withdrawal at mid-term is approved.
3. Students who wish to drop a course after the mid-term week will be required to provide written evidence of a serious accident or illness and the compelling reason for the withdrawal in a timely manner. Failing a course is not a justifiable reason for withdrawal from a course. Approval by the instructor, the SON Chair or designee, and the Dean is required.
4. No withdrawals will be permitted if the request to drop the course is made after the final exam/final assignment due date.

SON Procedure for Withdrawal after the Mid-term Week:

1. Students who wish to drop a course after the mid-term week will be required to:
 - a. Provide evidence in a timely manner of a serious and compelling reason for the withdrawal.
 - b. Obtain written approval (may be email) from the instructor.
 - c. Complete the official withdrawal form posted on the SON website.
 - d. Submit all documents (i.e., documentation of serious and compelling reason; written approval from instructor; and official withdrawal form) to the CPS Student Services Center prior to implementation of the withdrawal.
2. When the program coordinator receives the withdrawal request, she/he will send an email to the instructor of record giving information about the student’s request and academic status as relevant.
3. If the student is unable to obtain the instructor’s approval of the withdrawal, the student will receive a “WU” grade or the grade earned at the point of withdrawal from the course.
4. The student may appeal the instructor’s decision according to the University’s Grade Appeal policy.

*Approved March 15, 2010
Effective Summer 2010*