



# CALIFORNIA STATE UNIVERSITY, FULLERTON

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Office of the Registrar

*Admissions & Records Department*

P.O. Box 6900, Fullerton, CA 92834 / T 657-278-2380 / F 657-278-2356

## MEMORANDUM

Date: September 25, 2013

To: All Faculty

From: Melissa K. Whatley  
University Registrar

Subject: Census Enrollments and Post-Census Procedures for  
Instructor-Initiated Withdrawals

You have an opportunity to assist in our enrollment management efforts. By printing a copy of your current class list (census date, 9/23/13), you may report instructor-initiated withdrawals for students whose names appear on your list, but for whom you have no record of attendance or for students who stopped attending during the first or second week of school but were not dropped from your course in the earlier instructor-initiated drop process.

Please line through the **name only** (not the student I.D. number) of those students who are not attending your class, sign your name somewhere on the list and return it to the Admissions and Records Service Center in Langsdorf Hall (LH-114) by Monday, October 7, 2013. These withdrawals will be processed with grades of W.

This process is **not** to be used for students who have been attending your class and wish to withdraw between census and the withdrawal deadline (November 15, 2013). Such students must present a Request for Withdrawal petition, for your consideration. Per UPS 300.016, such withdrawals should be allowed for only the most serious reasons. All students who have withdrawn from your class since the second week of instruction, will appear on your final grade roster, available online in December, with marks of W.

University policy does not allow a student to withdraw from a course during the final three weeks of the semester (unless it is for a medical emergency). If a student's name appears on your final grade list without a system generated W, the student has not officially withdrawn from the course (even if you recall signing a withdrawal form) and the student should be assigned a mark of WU, F or I depending on the circumstances related to the student's attendance and performance in your course.

Instructor final grade rosters will be available to you online, December 5, 2013.

MKW