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Review Cycle:	NA

Extension for the Deadline to Drop a Course for Spring 2021

1.0 Policy Purpose

- 1.1** The That students be allowed to drop a course by 06/1/2021 and receive a “W” for said course.

2.0 Policy Statement

- 2.1** The decision to remain in alternative virtual modes of instruction in Spring semester 2021 was made due to the shutdowns enacted by the Governor of California in response to the COVID-19 outbreak and the mandates of the California State University Chancellor. Allowing students to request a late Drop/Withdrawal option for courses in Spring 2021 will provide students with some flexibility in cases where their course progress has been impacted by the pandemic.

3.0 Policy

- 3.1** The Drop/Withdrawal deadlines will be modified for Spring 2021 to allow undergraduate, post-baccalaureate, and graduate students to petition the Registrar’s Office to request to request a Drop/Withdrawal until 06/1/2021.
- 3.2** No instructor, chair or dean signatures required on the Request for Late Withdrawal form.
- 3.3** All advising units and departments/programs will offer students advising on the potential effects of choosing to withdraw from a course.
- 3.4** Current limits to course withdrawals will be suspended in the determination of Pace of Completion (Pace) for students.
- 3.5** Consistent with the Course Withdrawal Policy ([AA 2006-16](#) & <https://www.csudh.edu/records-registration/records/adddrop/>), that the “Course Drop with Record of Enrollment Deadline” (W) on the Academic Calendar for Spring 2021 will be extended to 06/1/2021 and apply retroactively for the semester. Spring 2021 courses marked W will not count toward the 18-unit withdrawal limit.
- 3.6** Should a student receive a Withdrawal Unauthorized for the semester, the appeals process remains open for them to request a Withdrawal. The appeals process established in spring 2020 for C/NC will be utilized to implement the appeal.

- 3.7** All Incomplete Charged will be extended for a period of six months.
- 3.8** There will be a moratorium on changing academic standing for all students except those who are currently on academic probation and raise their GPA as prescribed in the University Catalog to achieve good standing, in which case they will be removed from academic probation. Additionally, notations will be added to student records indicating that they were not disqualified, due to the global response to COVID-19, during the time period of Spring 2020 through Spring 2021.

4.0 Related Information

- 4.1** California State University Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grad Appeals, Executive Order (EO) 1037
<https://calstate.policystat.com/policy/6591009/latest/>
- 4.2** CSUDH Academic Affairs Policies:
 - 4.2.1** AA2006-16 Course Withdrawal Policy (See Academic Affairs Policy website)

Approved: Dr. Michael E. Spagna, Provost and Vice President for Academic Affairs

Date: March 29, 2021