

<b>Code Number:</b>	<b>AA 2021-12</b>
Status:	Active
Effective Date:	December 6, 2021
Keywords:	COVID-19, W, Drop/Withdrawal
Supersedes:	NA
Resolution:	*W EPC 21-23
Review Cycle:	Spring 2022

## **Extension for the Deadline to Drop a Course for Fall 2021 and Spring 2022**

### **1.0 Purpose**

- 1.1** That students be allowed to drop a course by 12/20/2021 for Fall and appropriate date for Spring 2022 and receive a “W” for said course.

### **2.0 Statement**

- 2.1** CSUDH continues to offer a mix of alternate instruction and on ground classes in Fall semester 2021 due to extended extenuating circumstances related to the COVID-19 pandemic and the mandates of the California State University. Allowing students to request a late Drop/Withdrawal option for courses in Fall 2021 and Spring 2022 will provide students with some flexibility in cases where their course progress has been impacted by the pandemic and choice of course modality, whether on ground or online or hybrid.

### **3.0 Policy**

- 3.1** The Drop/Withdrawal deadlines will be modified for Fall 2021 and Spring 2022 to allow undergraduate, post-baccalaureate, and graduate students to petition the Registrar’s Office to request a Drop/Withdrawal until 12/20/2021 for Fall 2021 and an appropriate date for Spring 2022.
- 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/registrar/records/>), that the “Course Drop with Record of Enrollment Deadline” (W) on the Academic Calendar for Fall 2021 will be extended to 12/20/2021 and an appropriate date for Spring 2022 and apply retroactively for the semester. Fall 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 appeals for Fall 2021 and Spring 2022.
- 3.7** All Incompletes 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 this time period ending end of Fall 2021 and Spring 2022.

#### **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 AA 2006-16 Course Withdrawal Policy**  
<https://www.csudh.edu/Assets/csudh-sites/aapm/docs/aa-2006-16.pdf>

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

**Date:** December 6, 2021