

<b>Code Number:</b>	<b>AA 2020-09</b>
Status:	Active
Effective Date:	December 7, 2020
Keywords:	COVID-19, W, Drop/Withdrawal
Supersedes:	NA
Review Cycle:	NA

## **Extension for the Deadline to Drop a Course for Fall 2020**

### **1.0 Policy Purpose**

To extend the time a student has to petition to drop a course and receive a “W” for said course to December 23, 2020 and to streamline this process.

### **2.0 Policy Statement**

- 2.1** The decision to remain in alternative virtual modes of instruction in Fall semester 2020 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 Fall 2020 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 Fall 2020 to allow undergraduate, post-baccalaureate, and graduate students to petition the Registrar’s Office to request a Drop/Withdrawal. The new Drop/Withdrawal deadline for Fall 2020 is December 23, 2020.
- 3.2** To complete this petition, and in keeping with the process implemented for the Spring 2020 COVID-19 grading policy, students only need to [submit the appropriate form](#) to the Registrar’s Office; no signatures from the instructor, department chair, or dean are required.
- 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/>), the “Course Drop with Record of Enrollment Deadline” (W) on the Academic Calendar for Fall 2020 will be extended to December 23, 2020 and apply retroactively for the semester. Fall 2020 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 to request a NC or W will be utilized to implement the appeal.
- 3.7 All Incomplete Charged will be extended for a period of six months.

#### 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  
<http://www5.csudh.edu/aapm/pdf/aa-2006-16.pdf>
  - 4.2.2 AA 2020-02 Spring 2020 Grading Modification in Response to the COVID-19 Pandemic: No Credit and/or Course Withdrawal Options  
<http://www5.csudh.edu/aapm/pdf/aa-2020-02.pdf>

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

**Date:** December 7, 2020