



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Academic Senate • 1000 E. Victoria • Carson, CA 90747 • WH-A420 • (310) 243-3312

**\*W EPC 21-08**

**Resolution to Extend Deadline for Students to Drop Courses in Spring Semester,  
Resolution passes March 10, 2021 55 in favor/0 against/0 abstentions**

**RESOLVED** that the Academic Senate of California State University Dominguez Hills (ASCSUDH) extend the deadline whereby students can drop a course and receive a “W” for Spring 2021 due to the continuing complications students continue to face due to COVID-19; and be it further,

**RESOLVED** that attached policy & procedures be adopted; and be it further,

**RESOLVED** That the ASCSUDH distribute this resolution to:

- President of CSUDH
- Provost
- Deans
- Faculty,
- Staff, and
- Associated Students Inc.

*Rationale:*

*As the shutdowns enacted by the Governor of California in response to COVID-19 have continued well into the Academic Year, students are finding themselves taking courses in a format that they may not have otherwise selected. Additionally, many students—as well as staff and faculty—are facing economic hardship due to the shutdowns. Students—as well as staff and faculty—are also facing additional challenges in their personal lives due to the above mentioned situation. In light of these facts, the ASCSUDH recommends that similar to fall 2020 policy EPC 20-17 ([AA 2020-09](#)) that the deadline be extended and students be given additional time to withdraw from a course, without their transcripts and GPA being damaged by WUs or Fs. University policy states if a student chooses to withdraw from all classes at the end of the semester (receives all W's), Title V regulations require the university to recalculate a student's aid back to 50% of the semester. The student is provided the option to submit proof of their last date of attendance or evidence of completed/graded assignments. The student has the possibility of being billed and not meeting SAP standards. The Spring term's potential effects will depend on the number of units the student is enrolled in and the classes completed with a grade. A student's SAP status could be affected when their unit completion is less than the required by receiving a W.*

**Extension for the Deadline to Drop a Course for Spring 2021**

**1.0 Policy Purpose**

- 1.1** 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** Students will only need the signature of the respective department chairs or college deans on the Change of Program and the Petition for Exemption. No instructor signature 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/>), 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.

## **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  
<http://www5.csudh.edu/aapm/pdf/aa-2006-16.pdf>