

General Legislative Action

At its special meeting on April 30, 2020, the Faculty Senate approved Class B Legislation to amend Student Governance and Policies, Chapter 113 (Withdrawals). President Ana Mari Cauce has also approved the proposed legislation. This legislation revises the requirements for course drops. The faculty was given the opportunity to submit written objections to its substantive nature, under the Faculty Code, Chapter 22, [Section 22-74](#) Senate Procedure: Class B Actions. There were no objections to this legislation.

Class B Legislation Student Governance and Policies Scholastic Regulations Chapter 113, Section 3 (Dropping a Course)

Background and Rationale

The Faculty Council on Academic Standards recommends amending Scholastic Regulations Chapter 113.3.A (Dropping a Course) based on the following findings:

A working group formed in May 2019, led by the interim director of the Resilience Lab, and sponsored by the Office of the University Registrar, and working in concert with faculty, staff, and student representatives, has prepared recommendations for changes to the Hardship Withdrawal and Annual Drop process. Their proposed revisions are designed to create a system that is compliant, timely, user-friendly and trauma-informed for students in crisis, and that provides for self-determination while still being a managed process (e.g., checklists/warnings, required advising).

The proposed changes have now become even more urgent due to the effects of COVID-19 related policies on students. In particular:

- Current Chapter 113 limits reviewing and approving Hardship Withdrawal Petitions (HWPs) to circumstances that have arisen after the 14th day of the quarter. Having this language in place when we review Spring 2020 HWP's will prevent us from considering issues related to the COVID-19 outbreak and moving classes to 100% Remote Delivery - as both occurred before the 14th day of Spring Quarter (April 12th).
- Current Chapter 113 language prevents us from approving HWPs for circumstances for which students already received a Hardship Withdrawal. Without this amendment, if a student received a HWP for winter due to the COVID-19 outbreak or change in course delivery, we will not be able to approve a HWP again for the same reason.

If recommendations are approved, the proposed Former Quarter Drop Review Board can be instituted for Spring 2020, allowing for a more robust review and appeal processes for Spring Quarter 2020 petitions. Implementation of the Current Quarter Drop will go through technical implementation beginning in the summer of 2020.

3. Dropping a Course

A. Officially Dropping a Course

A drop from a course is voluntary severance by the student of ~~their~~ ~~his or her~~ connection with the course. To be official it must be made under the following conditions:

1) Before the 14th Calendar Day

Courses may be dropped for any reason through the 14th calendar day after the start of the quarter. In some cases, departmental approval will be required. There will be no transcript entry for courses dropped by the 14th calendar day of the quarter.

~~**2) One Course Per Year, After 14th Calendar Day**~~

~~A student may drop a maximum of one course each academic year (defined as September through August) after the 14th calendar day of the quarter. This drop is available through the seventh week of the quarter. A grade of W followed by a number indicating the week in which the drop occurred will be recorded for the dropped course. Unused drops do not accumulate from year to year.~~

2) Current Quarter Drop

Students may drop courses weeks three through seven during the current quarter through the Current Quarter Drop process. An annotation of RD (Registrar Drop) will appear on the student academic record.

~~**3) Hardship Withdrawal**~~

~~After the 14th calendar day, a student may petition the Registrar's Office in writing to drop a course. The Registrar will grant such a petition if in his or her judgment the student is unable to complete the course in question because of physical and/or mental debilitation or unusual and extenuating circumstances, beyond the student's control, which have arisen after the 14th calendar day of the quarter. Petitions must be filed with the Registrar's office promptly after the occurrence of the event that gave rise to the need for dropping. Approved drops will be entered on the transcript with a grade of HW.~~

3). Former Quarter Drop

Students may petition to drop courses for a former quarter using the Former Quarter Drop process. The Registrar will grant such a petition if in their judgement the student was unable to complete the course in question. Approved drops will be entered on the transcript with an annotation of RD (Registrar Drop).

4) Withdrawal Through Last Day of Class

A student may drop all courses through the last day of classes by withdrawing from the University for that quarter.

B. Unofficially Dropped Courses

Drops from a course not officially transacted with the Registrar's Office are not official, and result in a grade of 0.0 (E) for the course.

C. Summer Quarter

Proportional drop schedules will be publicized in the Time Schedule for Summer Quarter a and b terms.

D. DL-Courses Off-Calendar Courses

~~For DL courses that do not follow the quarter schedule, the drop deadline is the 14th day after the official start of the course. A DL course may be used for the once-yearly drop described in Subsection 3.A, but not within two weeks of the end of the maximum term for completion of the course, as specified at the time of registration. All other provisions of Subsections 3.A—3.D apply.~~

For DL courses and other courses that do not follow the quarter schedule, the drop deadline is two weeks prior to the end of the maximum term for completion of the course, as specified at the time of registration. All other provisions of Subsections 3.A – 3.C apply.

S-B 124, May 1975; S-B 150, April 9, 1990; S-B 164, April 1997; S-B 167, November 26, 2001; S-B 173, April 6, 2007: all with Presidential approval; RC, December 3, 2013; S-B 180, February 27, 2014 with Presidential approval.

*Approved by:
Faculty Senate
April 30, 2020*