POLICY: Schedule Adjustments - Appeal the Effective Date of Drops and Withdrawals

A. Purpose & Scope:
To describe the process and procedure for appealing a change in the effective date of a drop or withdrawal from an undergraduate or graduate course.

B. Definition(s):
- **Drop** – removing a course from a student’s schedule before the end of the drop/add period of a fall or spring semester or before the end of the first day of a summer term.
- **Drop/Add Period** – The drop/add period runs from the first day to the eighth calendar day of semester/term, excluding holidays and when the University is closed due to extenuating circumstances. These periods are converted to percentages to apply to nontraditional semesters. The drop/add period covers 8.57% of the course.
- **Withdrawal** – removing a course from a student’s schedule after the drop period of a fall or spring semester through 67% of the course. Usually the 10th week in a 15 week course. This results in a grade of W.

C. Policy
California University will not reimburse tuition or fees to students who do not drop a course, withdraw from a course, or withdraw from the University within the appropriate approved time frame. Students who were unable to complete a drop or withdraw during the approved time frame due to events or circumstances beyond their control may request a change in the effective date of a drop or withdrawal. **If a backdate is requested by a first time student never attending or logging on to their course, their schedule will be cancelled.**

D. Procedure
Students who wish to appeal the effective date of a drop or withdrawal from an undergraduate or graduate course must submit the required form with all supporting documentation. The submission of the appeal must be made prior to or on the final date of semester or term.

The student secures the required form from the appropriate office:
- Graduate students – Graduate Admissions Office
- Global online students – Global Online Office
- Undergraduate students (fall & spring semesters only) - Academic Records
- Summer students (Graduate, Undergraduate, and Global Online) – Academic Affairs

The completed form must be submitted to the appropriate office (same list as above) prior to or on the final day of the semester or term.

Supporting documentation submitted with the completed form must clearly demonstrate the circumstances that would warrant a change in the effective date of a proposed drop or withdrawal. The events or circumstances must have occurred on or prior to the final date for dropping or withdrawing from a course without a penalty. The description of the events or circumstances must clearly explain why the student was prevented from completing the drop/withdrawal process.
Submissions of possible events or circumstances that may justify backdating a drop or withdrawal (severe illness, accidents that require medical attention, death of a family member, military deployment, etc.) must be supported by documented evidence (doctor’s excuse, hospital discharge papers, death certificate, military papers, etc.). Requests submitted without supporting documentation will not be considered.

Appeals will be reviewed on a case-by-case basis by a committee. Decisions of the committee are not to be interpreted as or intended to become standard University policy. Appeals placed against the committee’s decision will follow the same process as in other academic matters.

If the student receives financial aid, some or all of the funds may need to be returned before the backdate is processed.

NOTE: Failure by the student to do any of the following is not a valid reason to request a change in the effective date of a drop or withdrawal: to attend classes, to logon to an online course, to pay a bill for tuition or fees, to drop a course within the approved time frame, to withdraw from a course within the approved time frame.

E. Effective date: January 17, 2011
   Updated date: September 2, 2014
   Amended Date: