



**CALIFORNIA UNIVERSITY**

OF PENNSYLVANIA

## **POLICY: Schedule Adjustments - Appeal the Effective Date for 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 term.

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 10<sup>th</sup> 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. A first time student that never attends, does not receive a financial aid refund, and does not log into their courses may have their schedule cancelled upon request with proof of non-participation.

### **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 appeal must be submitted within one calendar year of the end of the term in question.**

The student secures the required form from the Academic Records office located in Dixon 122 or via email at [academicrecords@calu.edu](mailto:academicrecords@calu.edu).

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 back date 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
- Revised date:** April 30, 2019