Late Add and Drop Policy

Add and Drop dates are published each quarter in the schedule of classes and in GET. Each set of dates informs professors and students of the appropriate and ascribed conditions of adding or dropping classes.

- last day to add online,
- the time-period to use paper add forms with faculty and chair signatures
- the time-period to use paper add forms with the added necessity of a Dean’s signature.

The drop dates signal three (3) major phases of the process.

1. When students can drop with a NO RECORD drop and receive varying degrees of refund (without a record of drop “W”)
2. When students can drop WITH A RECORD OF DROP “W”,
3. When students can engage an Emergency Drop (claiming “extenuating circumstances only, which requires instructor, department, chair and college dean signatures on a Drop Request form; with accompanying letters of support from faculty/or department chairs. During the Emergency Drop period it is expected and assumed that the student is dropping all courses.)

It is imperative that instructors/professors and department chairs acknowledge and support these abiding dates and regulations:

1. In terms of adds—it is imperative that faculty repeatedly inform students of their need to register for courses that they are attending. Registration should take place during the appropriate beginning of the quarter and before the 5th week of classes in order for registrations to be included in the formal college enrollment census.
2. In terms of drops during the Emergency Drop period--- it is imperative that faculty and department chairs inquire about the specific conditions of dropping at such a late period (usually in or after the 8th week of the quarter).

The EMERGENCY DROP period is designed to only assist those students who have experienced hardships that have intervened in their ability to successfully complete course work previous to and leading up to the moment of initiating the drop.
The EMERGENCY DROP suggests that the intervening variables in the life of the student have affected all of the student’s academic work that quarter—not just one or two classes in a full schedule. Hence, the request to drop during this period is assumed to be for the full course load for the quarter.

**Students should not be easily allowed to drop a class during the Emergency Drop period merely because they are failing a class.**

**Please Note:** While we do not want our students to suffer unduly because of failing work, the Emergency Drop period should not be used as a means of controlling their grade point average (g.p.a.).

If faculty and department chairs wish to support a student dropping one or all of their courses during the Emergency Drop period—a detailed letter (typed on department letterhead) by the faculty of record or the department chair needs to accompany the drop request when it arrives to the Offices of the Dean. [Please also remember that such a detailed note of support is always necessary during the Late Add and Late Drop periods.]

**To help forestall the necessity of students attempting to drop courses during the EMERGENCY DROP period, the Offices of the Dean suggest the following:**

1. All faculty should provide students with the appropriate mechanisms to monitor their grade status in the class. This could be accomplished through including a list of all graded assignments and their point values on a Grade Report Form (included on the syllabus and updated with any alterations) that allows students to record each grade as they are earned. The Grade Report Form should also include a defined mechanism that helps students to determine their current grade based on all course work accomplished to the point of evaluation. [In the most reductive sense, this might be an issue of dividing the accumulated/earned points by the total possible points].

2. While Mid-Term examinations are not standard for all classes, it is suggested that all faculty provide students with a mid-term grade. This is particularly important in that the mid-term time period (variably determined at the 5th, 6th, 7th week of the quarter) precede the formal drop deadlines. Information regarding current grade status will assist students in making the most appropriate and timely decisions regarding dropping classes.
3. Faculty and departments should get into the regular habit of informing (and reminding) students of the official university Add/Drop periods.

As faculty, departments and a college—we must be engaged in an active process of assisting students to make better decisions on their enrollment—both adding and dropping in a timely fashion.

In a larger academic and professional sense, we do not do our students a service in allowing them to drop classes at the end of the quarter because of their own poor performances. If we assist and empower them to make better decisions earlier, we also can hold them to a higher ethical standard of taking responsibility for their own academic performance (which is inclusive of both dropping classes in a timely fashion and accepting grades earned).

**PLEASE NOTE:** An Appeals Form is required if you are requesting a late add after the enrollment period for the term; a drop after the emergency withdrawal period; special requests after published deadlines in the quarterly Schedule of Classes.

Please see the following samples of the **ADD FORM, DROP FORM** and the **APPEALS FORM.**
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
OFFICE OF THE REGISTRAR

PROGRAM CHANGE FORM
REQUEST TO ADD

PRINT NAME ____________________________ QUARTER ____________________________ YEAR ____________________________

(Last) (First) (M.I.)

CAMPUS IDENTIFICATION NUMBER: ______-____-____ DATE SUBMITTED ______/____/____

month day year

Please state clearly the reason for your request:

________________________________________________________________________

________________________________________________________________________

Student’s Signature ____________________________ Date ____________________________

ADD INSTRUCTIONS

1. State reason for add, sign and date request.
2. Be sure to make all registration fee payments to the Cashier’s Office and clear all registration holds.
3. After the 14th day of instruction, the instructor, dept. chair and College Dean’s signature is required.
4. SUBMIT COMPLETED FORM(S) – to the Office of Enrollment Services, Admin. 146, with your Golden Eagle Card.
5. NO adds will be accepted without a Registrar’s Appeal Form (separate document).

For assistance in completing this form, call or visit the Office of Enrollment Services, Admin. 146, (323) 343–3840

*THREE SIGNATURES REQUIRED FOR ALL ADDS AFTER the 14th DAY OF INSTRUCTION

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<th>CALL NUMBER</th>
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EXAMPLE

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<th>DEPT/DIVISION CHAIR*</th>
<th>DATE</th>
<th>COLLEGE DEAN**</th>
<th>DATE</th>
</tr>
</thead>
</table>

| ____________________________ | ____________________________ | ____________________________ | ____________________________ | ____________________________ | ____________________________ | ____________________________ | ____________________________ |
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
OFFICE OF THE REGISTRAR

DROP REQUEST FORM
In-Person Drop Course Request

PRINT NAME ____________________________ QUARTER ____________________________ YEAR ____________
            (Last)                        (First)                        (M. I.)

STUDENT IDENTIFICATION NUMBER: ____________ - ____________ - ____________
DATE SUBMITTED ____________ / ____________ / ____________

State serious and compelling reasons as to why you must drop this course(s):

________________________________________________________________________

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<tr>
<th>COURSE ABBREVIATION</th>
<th>COURSE NUMBER</th>
<th>SECTION NUMBER</th>
<th>UNITS</th>
<th>INSTRUCTOR SIGNATURE</th>
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DROPS

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<th>EMERGENCY “W” PERIOD</th>
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<tbody>
<tr>
<td>COLLEGE DEAN**</td>
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DROP REQUEST INSTRUCTIONS

1. OBSERVE DEADLINES:
   Late drop request forms will NOT be accepted. See current Schedule of Classes for deadlines.

2. STATE REASON FOR DROP REQUEST:
   Policy requires that all drops after the 7th day of instruction be for serious and compelling reasons ONLY.

3. DROPS:
   † NO-RECORD DROP, USE STAR — Drops completed by the seventh day of instruction for the term DO NOT require department/division/instructor approval.
   * “W” DROP PERIOD—Drops may be considered only for serious and compelling reasons and require the signatures of instructor and appropriate department/division chair. Documentation to support serious and compelling reasons may be required.
   ** EMERGENCY WITHDRAWAL PERIOD—Drops may be considered only for reasons deemed to be serious and compelling and require the signatures of instructor, department/division chair and college dean. Drops requested during this period usually involve total withdrawal from all classes.

4. SUBMIT COMPLETED FORMS—to the Office of Enrollment Services, Admin. 146, with your Golden Eagle Card.

For assistance in completing this form, call or visit the Office of Enrollment Services, Admin. 146, (323) 343-3900.

† Saturdays are included as “days of instruction;” Sundays and holidays are not.
APPEAL FORM

PLEASE PRINT CLEARLY

Name ____________________________ (Last) (First) (M.I.) CIN ____________
Quarter ____________ Phone ____________ E-mail ____________

Please state clearly the situation and the action you are requesting. The extenuating circumstance and/or serious and compelling reason for the petition must be clearly stated on the appeal. An appeal is not complete without appropriate request forms (Appeal Form, Add and/or Drop Form if appropriate) and official documentation to support statements made in appeal. Your signature and date is required.

NOTE: Incomplete appeal forms will result in a NO ACTION decision. Please see reverse side for detailed instructions.

☐ LATE ADD  ☐ LATE WD (DROP RESULTING IN "W" GRADE)  ☐ NRD (DROP WITHOUT "W")  ☐ OTHER

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s Signature ____________________________ Date ____________

FOR REGISTRAR’S OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

ACTION TAKEN:

☐ GRANTED  ☐ GRADUATION  ☐ NO DOCUMENTATION  ☐ APPEAL TO RECORDS
☐ DENIED  ☐ RECORD SVCS  ☐ MEDICAL DOCUMENTATION  ☐
☐ NO ACTION  ☐ UNIV REGISTRAR  ☐ SUPPORTING DOCUMENTATION

By ____________________________ Date ____________

Comments: __________________________________________

SECOND REVIEW

ACTION TAKEN:

☐ GRANTED  ☐ GRADUATION  ☐ NO DOCUMENTATION  ☐ APPEAL TO RECORDS
☐ DENIED  ☐ RECORD SVCS  ☐ MEDICAL DOCUMENTATION  ☐
☐ NO ACTION  ☐ UNIV REGISTRAR  ☐ SUPPORTING DOCUMENTATION

By ____________________________ Date ____________

Comments: __________________________________________

ACTION FOR RECORDS:  ☐ SEND FOR GRADE(S) TERM ORDERED ON