CAL STATE LA MEMO

Date: April 1, 2026

To: Jessica DeShazo, Chair Academic Senate

From: Azalea Camacho, Educational Policy Committee Chair

Copies: G. Menezes; W. Cwir; K. Howard; B. Winokur; M. Garcia; R. Roquemore; C. Pugh

Subject: **EPC Memo 25-02 Proposed Policy Modifications: Add and Drop Deadlines and Limit on Number of Withdrawals – Chapter V of the Faculty Handbook**

The Education Policy Committee (EPC) has reviewed the Add and Drop Deadlines and Limit on Number of Withdrawals policy, last revised in 2016. The primary objective of this review was to identify and mitigate barriers in the policy that prevent students from successfully navigating the withdrawal process. Under the current policy, students must obtain signatures from both the course instructor and the department/division or school director for each course withdrawal. In addition to the challenges of regular withdrawals, students submitting emergency withdrawals face significant hurdles.

On December 3, 2025, the EPC held a time-certain with Isis Stansberry, Associate Dean of Community Care. The discussion focused on the procedural barriers students encounter when seeking emergency withdrawals. Due to the difficulty of obtaining multiple signatures during the standard and emergency withdrawal periods, students often end up with a failing grade (F/WU) when a withdrawal grade (W) is more appropriate for the student's circumstances. Proposed modifications streamline the withdrawal process by reducing the number of required signatures and allowing the Campus Care Team to sign in the case of emergency withdrawals. The policy also includes a timeframe to ensure the withdrawal process remains a supportive resource rather than a procedural obstacle for our students.

EPC proposes the following modifications:

Lines 13 – 14: Language was added to indicate that the chair of the student's department major is the one signing, not the chair of the department in which the course being dropped is housed.

Line 23: Language was added to clarify that this section specifically applies to emergency withdrawals.

Lines 29 – 33: Language was added to stay consistent with the updates in lines 13 -14. Language was added to include a Care Team designee from the Office of the Dean of Students as an additional option for Dean signature approval of emergency withdrawals.

Line 39: Language was added to include a reasonable timeframe for students to request and receive signature responses.

ADD AND DROP DEADLINES AND LIMIT ON NUMBER OF WITHDRAWALS

(Senate: 7/31/73, 10/13/81, 10/19/10, 6/22/16; President: 8/9/73, 10/15/81, 11/18/10, 8/16/16)

Students may add and drop classes without restriction or record through the first 15% of an instructional period.

Drops occurring after the first 15% of an instructional period and prior to the last 20% of an instruction period are considered withdrawals and shall be recorded with a grade of "W" on the student's permanent record transcript. Withdrawals are permitted only for serious and compelling reasons. The student must complete a drop request form, state the reason for withdrawal, and obtain the signatures of the course instructor and the department/division chair or school director OF THE STUDENT'S MAJOR. Records of such approvals shall be maintained in accordance with campus record retention policy. Undergraduate students may withdraw from no more than 18 semester-units (27 quarter-units) attempted at Cal State Los Angeles.

Withdrawals shall not be permitted during the final 20% of instructional period except where the cause of withdrawal is due to circumstances clearly beyond the student's control (e.g. serious illness, accident, job transfer, military deployment, etc.) and the assignment of an incomplete is not practicable. Withdrawals of this sort, WHICH ARE EMERGENCY WITHDRAWALS, may involve total withdrawal from the University or may involve only one course, except that course grade and credit or an incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be handled and filed as indicated in the preceding paragraph, except that such requests must also be approved by the appropriate college dean OF THE STUDENT'S MAJOR. IN MANY OF THESE CIRCUMSTANCES BEYOND A STUDENT'S CONTROL, STUDENTS SEEK HELP WITH GATHERING VERIFIABLE DOCUMENTATION FROM THE CAMPUS CARE TEAM WITHIN THE OFFICE OF THE DEAN OF STUDENTS. IN THESE CIRCUMSTANCES, A CARE TEAM DESIGNEE MAY SERVE IN LIEU OF THE COLLEGE DEAN SIGNATURE. EMERGENCY withdrawals shall not count against the 18 semester-unit maximum.

The department/division chair or school director may approve a withdrawal for a student without first obtaining the instructor's signature when the student and the chair and/or director have been unable to contact the instructor after a reasonable good faith effort, BUT FOR NO LONGER THAN FIVE WORKING DAYS. In these cases, the chair or director shall notify the instructor of the action and its justification.

Add and drop activity occurring on or after the first day of instruction may incur late payment fees and refund limitations as specified by the office of student financial services and the center for student financial aid & scholarships.