

AS OF May 30, 2019
THIS INFORMATION IS SUBJECT TO CHANGE
College of Health & Social Sciences

Summer 2019

From: Dean Alvin Alvarez, Associate Dean John Elia, Assistant Dean Susanna Jones, and Assistant Dean Mickey Eliason

CHSS Policy

Syllabi are to incorporate the Academic Senate Policy and University Bulletin regarding finals week, deadlines or withdrawals, late adds, CR/NC option and information related to course registration and Disability Programs and Resource Center. A sample listing of the required policies are shown below:

Welcome to the College of Health & Social Sciences,

This section is to inform you of the College and University policies that may affect you. Knowledge of these deadlines and policies (viewed at <http://bulletin.sfsu.edu/policies-procedures/>) will help you to navigate the bureaucracy of the University while helping you succeed and graduate in a timely manner. Policies can be intimidating sometimes, but they ensure an equitable, consistent and reliable process for each student.

Please review this information and refer to <http://chss.sfsu.edu/content/petitions-information> for more detail on these policies. Approval of a petition from the instructor and/or Department Chair does not constitute automatic approval from the Associate Dean or Assistant Dean so please continue attending class until a decision is made. If you have any questions about how these policies specifically apply to your situation, please contact the Associate Dean's Office at assocdean@sfsu.edu or stop by HSS 239.

When is the deadline to drop a class?

The last day to drop a class without a W grade will depend on your summer session:

R1|R4: June 21
R2: July 8
R3: July 26

What if I wish to withdraw from a course after the drop deadline?

In compliance with Academic Senate policy #[S18-196](#), students have the right to initiate a course(s) withdrawal during one of the deadlines outlined below. At SF State, dropping a course is the student's responsibility ([SF State Bulletin](#)). However, if extenuating circumstances caused you to miss a deadline, please consult with your instructor, Department Chair, or the Associate Dean's Office.

To withdraw from a course, students must complete a *Petition for Withdrawal from Course* at <https://registrar.sfsu.edu/sites/default/files/coursewithdrawal.pdf> and submit this along with supporting documents and a copy of their unofficial transcript to the instructor ([SF State Bulletin](#)). All petitions must be signed by the instructor, department chair/program director, and/or the college dean.

Total withdrawal from the university does not require instructor, department chair/program director, or college dean approval. Students wishing to withdraw from all their courses that semester should complete a *Petition for a Term Withdrawal* at <https://registrar.sfsu.edu/sites/default/files/termwithdrawal.pdf> and submit this along with supporting documents and a copy of their unofficial transcript directly to the Registrar for review by the Board of Appeals and Review (BOAR) ([SF State Bulletin](#)).

Deadline 1: Withdrawal from Classes or University with Serious and Compelling Reasons

Withdrawal from **Classes** or **University** with
Serious and Compelling Reasons

R1: June 22 – July 5
R2: July 9 – August 9
R3: July 27 – August 9
R4: June 22 – August 9

During the first withdrawal period, “*withdrawal from a course will be permissible, for serious and compelling reasons, by consulting the faculty member teaching the course.*” ([#S18-196](#))

Deadline 2: Withdrawal from Classes or University by Exception for Documented Serious and Compelling Reasons

Withdrawal from **Classes** or **University** by Exception
for Documented Serious and Compelling Reasons

R1: July 6 – August 16
R2: August 10 – August 16
R3: August 10 – August 16
R4: August 10 – August 16

During the second withdrawal period, “*withdrawals shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly*

beyond the student's control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the university or may involve only withdrawal from one or more courses, 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." (#[S18-196](#))

Withdrawals must be student-initiated via the petition process and cannot be initiated electronically as enrollment may impact a student's financial aid, benefits, insurance, etc. Faculty may only drop students who do not attend the first class meeting, do not attend the first two weeks, or do not meet course prerequisites.

A maximum of **18 units** can be withdrawn, and a course can only be repeated once after receiving a failing grade.

For a complete reading of the Senate policy, please refer to:
<http://senate.sfsu.edu/policy/withdrawal-courses-active-fall-2018>

How do I take a course for Credit or No Credit (CR/NC) Grade?

Please check the course description in the Bulletin to determine if the class can be taken for CR/NC. If it is permitted, then you may change your grading option via your SF State Gateway (instructions [here](#)) by the deadline associated with your session:

R1: June 28

R2: July 14

R3: August 3

R4: July 14

What if I want to add a class after registration closes?

The period to add classes via permission numbers will depend on your summer session:

R1|R4: June 10 – June 21

R2: June 24 – July 8

R3: July 15 – July 26

To late add a class, please obtain a permission number from your instructor and add the class via your SF State Gateway. Faculty can give you access to iLearn but faculty cannot add you into a class, so please make sure you properly enroll via Gateway.

If the period to late add passes, a Waiver of College Regulations form must be submitted (<http://registrar.sfsu.edu/sites/default/files/collegewaiver.pdf>). This petition must be signed by the student, instructor, department chair/program director and college dean. The completed petition must be delivered to HSS 239 during our office hours of M-Th 9am-12pm, 1-5pm and F 9am-12pm, 1-4pm.

How do I know if any changes in my registration went through?

Always check your registration on your SF State Gateway after making any changes and before deadlines to ensure you are registered properly for your classes. It is always your responsibility to ensure your schedule is correct, even if the instructor indicates they will drop you. All deadlines will be strictly adhered to by the instructor, the Department Chair, and the CHSS Associate Dean and Assistant Dean.

When are finals?

Summer finals period will be determined by your instructor.

Where do I go if I have a concern or issue?

For matters to be handled in a timely manner, it is important to follow the proper channels by first connecting with the instructor or department involved. If you are uncertain of what steps to take, you can also contact the Associate Dean's Office for a consultation prior to taking action as we are here to support your success. If the issue has not been resolved at the department level, please contact the Associate Dean's Office by emailing assocdean@sfsu.edu, calling (415) 405-3533, or stopping by HSS 239.

For some tips on how to communicate to faculty and staff, please visit the Office of Student Conduct's webpage at <http://conduct.sfsu.edu/communicating-faculty-and-staff>.

What resources are available to me on campus?

Disability access

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building and can be reached by telephone (voice/415-338-2472, video phone/415-335-7210) or by email (dprc@sfsu.edu).

Student disclosures of sexual violence

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Title IX Coordinator by completing the report form available at <http://titleix.sfsu.edu>, emailing vpsaem@sfsu.edu or calling 338-2032.

Counseling and Mental Health Services

Counseling provides an opportunity for students to explore personal problems or concerns in a brief treatment model. Students come to CAPS for reasons as varied as the people themselves; personal problems involving relations with parents or peers, emotional or social difficulties, relationship conflicts, anxiety or depression, sexuality and orientation, concerns about academic progress or direction, and other issues. Appointments can be made in person at the Student Services Building Rm 205 and/or calling (415) 338-2208. <https://psyservs.sfsu.edu/>

To disclose any such violence confidentially, contact:

- The SAFE Place - (415) 338-2208; http://www.sfsu.edu/~safe_plc/
- Counseling and Psychological Services Center - (415) 338-2208; <http://psyserve.sfsu.edu/>
- For more information on your rights and available resources: <http://titleix.sfsu.edu>

CHSS Student Resource Center (HSS 254): Provides academic advising and support to all students with a CHSS major. For more information and to book advising appointment: <http://chss.sfsu.edu/src> or call (415) 405-3740.

Undergraduate Advising Center (ADM 211): Provides academic advising and support to all students. For more information: <https://advising.sfsu.edu/>.