

**Undergraduate Course Withdrawal  
Practices Pertaining to Remote Instruction  
(CSU Fort Collins Residential Instruction Courses)**

**Office of the Vice Provost for Undergraduate Affairs  
March 24, 2020**

Many students and faculty are encountering remote (online) learning and teaching for the first time this spring. We have posted helpful guides for both students and faculty at <https://tilt.colostate.edu/> to assist with learning and teaching during this time.

Colorado State University Fort Collins will implement the following Spring 2020 practices by extending deadlines as described below. Students will also be able to request a Satisfactory grade rather than traditional letter grade for courses in which they earn a C or above. See Document 2 or consult the Keep Learning link at <https://tilt.colostate.edu/>

The following policies will be put in place on the Colorado State University Fort Collins campus for spring 2020 only. These changes do not pertain to courses offered through CSU Online, which will retain varied class lengths and parts of term offerings as currently scheduled as well as its already established withdrawal deadlines.

**Course Withdrawal:**

The university has moved the course withdrawal deadline from March 23<sup>rd</sup> to **May 8th**, the last day of classes for spring 2020. This will impact all courses at the undergraduate and graduate level. Updated deadlines are posted on the Important Dates at registrar.colostate.edu.

We moved past the course drop deadline in February. Therefore, a course withdrawal is the remaining mechanism by which students can remove a course with an indication of W on the transcript. It does not include an option for tuition refund.

**Repeat/Delete:**

Deadline has also moved from March 23<sup>rd</sup> to May 8th for spring 2020 only. This option pertains only to undergraduate students.

**Change of Major:**

Change of major forms for undergraduate students can be received electronically, emailed to [RegistrarsOffice@colostate.edu](mailto:RegistrarsOffice@colostate.edu). If a student's signature is not present, an email must come from the student's CSU email account. If the Change of Major form is coming from an advisor, it must include an attached email from the student (CSU email account) requesting the change. The Office of the Registrar will accept the student's CSU email as a signature through the end of the spring semester 2020.

**Late Start and Special Start Course Sections**

CSU has 21 course sections with a March 23<sup>rd</sup> add/drop deadline. That has been changed to March 27th for these courses only.

**Summer Registration:**

At this time, we plan to open Summer registration as originally scheduled on Tuesday, March 24, 2020, at noon.