Dear Undeclared Students,

First, we hope that you are staying healthy and doing well during this challenging time. Please try to remain as positive as you can – attitude makes a difference.

On to the news: as announced several days ago, the University Senate has approved temporary changes which provide greater academic flexibility in the Spring 2020 semester. This includes a simplified course withdrawal process and the option to change the grading basis of a course from letter grade to credit/no credit. Before making a decision about either of these options, it is important that you understand potential academic and financial aid impacts.

**Change in grading basis for the Spring 2020 semester:**

To view a short video about this, click on one the following links:


- Students are able to change the grading basis of a course from letter grade to credit/no credit (CR/NC) through petition. **NOTE:** Faculty signatures, a personal statement, and supporting documentation are **not** needed. The $20.00 processing fee is also waived. The form will be updated soon to reflect these changes but until then you can submit the current Late Schedule Adjustment form. [https://registrar.sdsu.edu/students/academic_status/withdrawal](https://registrar.sdsu.edu/students/academic_status/withdrawal)

- Petitions must be submitted by **May 1, 2020 (7:59pm)** to the Registrar's Office by emailing the completed form to: registrar@sdsu.edu

- Grades of credit (CR) will be approved to satisfy preparation for the major and major requirements for IS3D students

- Undeclared students need to check with the majors they're interested in to see if grades of CR will be approved to satisfy preparation for the major and major requirements

- You may only change the grading basis of a course one time, so you can't later request to reverse a change [there's no going back once you take that plunge].

- If you receive "no credit" in a course, it may impact your future financial aid eligibility negatively, if overall, during the academic year (summer 2019, fall 2019, spring 2020) you did not complete 75% of your courses. Please consult with a financial aid advisor if you have individual questions.

- Again, these changes apply only to the Spring 2020 semester.

Please note the following when considering a change of grading basis to CR/NC, and if you have any questions about your individual situation, please seek guidance from DAESA’s schedule adjustment evaluator: Rosie Villafana-Hatcher [rvillafa@sdsu.edu](mailto:rvillafa@sdsu.edu) [provide your name, Red ID, the class you’re considering changing to CR/NC, the requirement that the class satisfies, and any majors that you’re considering]

- A credit (CR) is awarded for work equivalent to all grades which earn 2.0 or more grade points (letter grade A through C); a no credit (NC) is awarded for work equivalent to all grades which earn less than 2.0 grade points (letter grade C- through F).

- For many classes, grades of C-, D+, D, and D- are passing. If the grading basis is converted to an NC, these are no longer a passing grade and you must repeat the course.

- CR/NC grades are not calculated into your grade point average.
Withdrawals during the Spring 2020 semester:

- Students are allowed to withdraw from one or more classes through petition. **NOTE:** Faculty signatures, a personal statement, and supporting documentation are **not** needed. The $20.00 processing fee is also waived. The form will be updated soon to reflect these changes but until then you can submit the current form. [https://registrar.sdsu.edu/students/academic_status/withdrawal](https://registrar.sdsu.edu/students/academic_status/withdrawal)
- Petitions must be submitted by **May 7, 2020** to the Registrar’s Office by emailing the completed form to: registrar@sdsu.edu
- For most students, withdrawals will not negatively impact financial aid status.
- Again, these changes apply only to the Spring 2020 semester.

Retroactive Withdrawals for the Spring 2020 semester:

- After the last day of the Spring 2020 term (May 22, 2020), students are allowed to request to withdraw from individual classes or a full semester’s work.
- More information to follow with instructions on requesting retroactive withdrawals.
- In some cases, this option may offer the greatest flexibility as you will know your final grade when making a decision, however, it could negatively impact your financial aid. Please contact the Office of Financial Aid for further guidance. [https://sa.sdsu.edu/financial-aid](https://sa.sdsu.edu/financial-aid)

Transcript notation:

- All SDSU transcripts will have a brief statement for the Spring 2020 semester that refers to this particular semester as being the COVID-19 global pandemic. This will put into context your academic record from this semester, such as additional withdrawals, or grades of CR/NC, etc.

We wish you great success as you conclude the semester.

Undeclared Advising [http://undeclared.sdsu.edu/](http://undeclared.sdsu.edu/)