

Adding/Dropping Courses. After initial registration, a student may continue to *add classes* up through the tenth day of instruction without permission. After the tenth day of instruction and through the 20th day of instruction, all adds require permission from the instructor or the department. After the official census date (20th day of instruction) adding is no longer allowed.

A student may *drop a course* without permission up through the 20th day of instruction. After the 20th day of instruction, a student may drop a course for a serious and compelling reason that makes it impossible for the student to complete course requirements. A serious and compelling reason is defined as an unexpected condition that is not present prior to enrollment in the course that unexpectedly arises and interferes with a student's ability to attend class meetings and/or complete course requirements. The reason must be acceptable to and verified by the instructor of record and the department chair in which the course is offered. The condition must be stated in writing on the appropriate form. The student must provide documentation that substantiates the condition. Failing or performing poorly in a class is not an acceptable serious and compelling reason within the university policy, nor is dissatisfaction with the subject matter, class or instructor. During the final three weeks of instruction, dropping an individual course is not permitted unless special approval is given by the dean of Undergraduate Studies in cases such as accident or illness where the cause of the drop is due to circumstances beyond the student's control. If the student has completed a significant portion of the required coursework, incomplete grades are often assigned.

Complete Withdrawal. A student may totally (completely) withdraw from all courses up through the fourth week of instruction without any restriction or penalty. Complete withdrawal after the fourth week of instruction and up to the last three weeks of instruction, are only approved for a documented serious and compelling reason. Permission to withdraw during this time shall be granted only with the approval of each individual instructor(s) and the department chair(s) of the department in which each course is

offered. *Undergraduate students will not be allowed to withdraw from more than a total of 18 semester units during their undergraduate career at Fresno State.* Complete withdrawal during the last three weeks of instruction is not permitted. Exceptions are only allowed where the cause of the withdrawal is due to circumstances clearly beyond the student's control and the assignment of incomplete grades in all classes is not practical. Students are responsible for obtaining the approval of the instructors of each of their courses, the department chairs for the department in which the courses are offered, and the Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate. *The 18 units limit, described above, does not apply when the withdrawal is approved during the last three weeks of the semester.*

If a student withdraws through the first four weeks of instruction, only the date of withdrawal is posted on the permanent record. If the student withdraws after the first four weeks, a *W* is posted for each class as well as the official date of withdrawal. For purposes of subsequent registration and catalog determination, students are considered as having been enrolled for that semester.

A student who withdraws from the university after the tenth day of instruction and who is in good academic standing (not disqualified) is eligible to enroll the following semester without reapplying for admission. A student remaining unenrolled at the university for only one semester and not enrolling at another accredited institution during the interim must apply for readmission, and is not required to pay the application fee. However, a student attending another accredited institution or not enrolled for two or more consecutive semesters must reapply and pay the application fee. Contact the Evaluations Office regarding possible consequences if you remain away from California State University, Fresno more than one calendar year.

Consult the Admissions, Records, and Evaluations Web site at www.csufresno.edu/are for specific withdrawal instructions, procedures and deadlines.

Request for Record Adjustment. The university recognizes that on rare occasions students will experience exceptional situations that prohibit them from com-

pleting some procedures in a timely manner. A student may petition for a record adjustment if a documented hardship occurred during the term for which the adjustment is requested, or in instances where the student will suffer a significant academic hardship if the request is not granted. Contact the Admissions and Records Office for further information.

Nonattendance. During the first week of classes, it is the responsibility of students to attend each class meeting of courses in which they are enrolled. Students absent from any class meeting during this period are responsible for personally contacting their instructor by the next class meeting to request being retained in the class.

In addition, as a courtesy to other students attempting to add and as a courtesy to the faculty, students who decide to drop a class should do so immediately. Students must not assume that instructors will exercise their option to submit the Administrative Withdrawal Card. In short, it still is the responsibility of the student to withdraw properly from any class he/she does not intend to complete. Failure to withdraw will result in the assignment of the appropriate failing grade, *WU* or *NC*.

Further, in order to permit students on waiting lists to enroll in a class, instructors may administratively withdraw from their classes students who are absent from any class session during the first week of classes and do not personally notify the instructors by the next class meeting of their intent to remain in the course.

Repetition of Courses. An undergraduate student can repeat only 28 total units during their undergraduate career. Of those 28 units, 16 units can be used toward grade substitution and 12 units can be used toward grade averaging. Grade substitution is the circumstance in which the new grade replaces the former grade (see policy on grade substitution). Grade substitution is not applicable to courses for which the original grade was the result of a finding of academic dishonesty. Grade averaging is when the repeat grade shall not replace the original grade; instead both grades shall be calculated into the student's overall grade point average. Undergraduate students can only repeat courses for which the original grade earned is lower than a *C*.