

**Request for Record Adjustment.** The university recognizes that on rare occasions students will experience exceptional situations that prohibit them from completing 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 an Administrative Withdrawal. 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.