

individual credential program. However, if the credential program requires enrollment in graduate-level (200-series) coursework, the students must demonstrate a 3.0 GPA or better. Second baccalaureate/second undergraduate major/nonobjective students may enroll in 19 units if they possess a GPA of 2.5; 3.0 for 20-22 units. Graduate-level (200-series) courses are unavailable to second baccalaureate/major and nonobjective students.

**Change of Major.** Each undergraduate student who wishes to change his or her major must do so at the Admissions/Records service windows, Joyal Administration Building, North Lobby, to initiate the procedure. International students report to the International Admissions Office. New graduate and postbaccalaureate students should report to the Graduate Admissions Office and continuing graduate and postbaccalaureate students should report to the Division of Graduate Studies Office.

**Adding and Dropping Courses.** A student is held responsible for the program of courses in which he or she is officially registered. A student is urged to consult an adviser before making a program change. If the class is dropped before the end of the fourth week of classes, the course is not recorded on the permanent record. The end of the fourth week is defined as the end of the 20th instructional day of the semester. Consult the current *Class Schedule* for specific add/drop instructions, procedures, and deadlines.

**Adding Courses.** Once registered, a student may add courses through the tenth day of instruction.

**Dropping Courses.** Through the tenth day of instruction, a student may drop courses without a serious and compelling reason.

After the tenth day of instruction, a student may drop a course only 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 a medical, emotional, or other condition acceptable to and verified by the dean of the college/school in which the course is offered. The condition must be stated in

writing on the drop form. Upon signing the form, the course instructor may add a written recommendation to the college/school dean in the space provided. The dean may require that the student provide written substantiation as deemed necessary. 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 registrar 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 to the last three weeks of instruction. Complete withdrawal during the last three weeks of instruction is only permitted in cases such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control. 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, may use the short application form available from the Admissions Office, 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 current *Class Schedule* 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 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 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.