

Advising and Orientation to initiate the procedure. (International students report to the International Student Services Program Office). Graduate students and second/post-baccalaureate students should report to the graduate office.

**Withdrawal From Courses.** A student is held responsible for the program of courses in which he or she is officially registered. After registration no changes will be made or recorded until appropriate add or drop forms have been completed and filed at the Admissions-Records Office by the student. 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 will not be recorded on the permanent record. The end of the fourth week is defined as the end of the twentieth instructional day of the semester.

After the fourth week of classes, 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 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 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. When the drop form has been signed by the dean and processed according to instructions on the form, a *W* will be recorded on the student's transcript.

Dropping classes, except for total withdrawal, is not permitted during the final three weeks of instruction except in cases such as accident or serious illness where the cause of withdrawal is due to circumstances beyond the student's control. If the student has completed a significant portion of the required course work, *Incomplete* grades are often assigned in such cases. Normally, withdrawal from courses during the final three weeks of instruction involves a total withdrawal from the university. Withdrawal from the university is not permitted during the final examination period.

**Non-Attendance.** 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 on class waiting lists and as a courtesy to the faculty, students who decide to drop a class should contact the instructor immediately. However, the student must not assume that the instructor will exercise his/her option to submit the Administrative Withdrawal Form. In short, it still is the student's responsibility 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, (*U* or *NC*).

Further, in order to permit a student on a waiting list to enroll in a class, a professor may drop from his/her class any student who is absent from any class session during the first week of classes and does not personally notify the professor by the next class meeting of his/her intent to remain in the course.



## Preprofessional Preparation

Preprofessional programs are available for students who plan to transfer to other institutions for the completion of professional curricula in such fields as law, medicine, veterinary medicine, pharmacy, dentistry, optometry, forestry, theology, librarianship, chiropractic, and osteopathic and podiatric medicine. Certain of these programs are described below. Students planning to complete a preprofessional program and degree at CSU, Fresno must complete a major offered at this university. They should include their preprofessional area plus their university major on all registration forms; for example, premedical-chemistry, premedical-biology, prelaw-history, prelaw-political science. There are no preprofessional majors *per se*. Instead, preprofessional students work toward various university degrees and while doing so, knit into their college programs courses required for entry into professional school. Careful program planning is important in order to select proper classes and complete requirements in a timely way. Regular advising is essential since professional schools change their requirements occasionally. Preprofessional students should contact their respective major and preprofessional advisers before enrolling in classes each semester to stay abreast of current developments.

A current list of CSU, Fresno preprofessional advisers is available in the Office of Advising and Orientation.

**Premedical.** A student interested in preparing for medical school should declare his or her intent at the time he or she applies for admission to CSU, Fresno. To do this, it is necessary that the student use a term such as premedical-sociology, premedical-zoology, premedical-chemistry or premedical-general on all application, admittance, and registration papers. In case premedical-general is chosen, a specific subject major should be selected as soon as possible and not later than the sophomore year from the list of approved CSU, Fresno majors in the catalog, pages 102-103.

Requirements for admission to medical school vary considerably from one medical school to another and change from time to time, but a well-balanced liberal education is usually specified. Some aptitude and university training in science and English are essential in medicine. The minimum requirements in these subjects specified by most medical schools can be satisfied by specific courses in biology,