

PROGRAM PLANNING

student's major department. An absolute limit of 22 units (excluding credit by examination units) is enforced which may be waived only with the approval of the Dean of the School of the student's major.

Enrollment in upper division courses is restricted to students with junior, senior or graduate standing, or who have the necessary prerequisites. Exceptions are subject to the approval of the instructor and department chairman. Upper division credit may not be granted until students have completed a minimum of 45 semester units. Only students who have been fully approved for admission to credential programs may enroll in certain education courses and qualify for a school service credential on the basis of the university's recommendation.

Credit in any course is also subject to all restrictions which may appear in the *CSUF Bulletin*. For restrictions on graduate study, see *Division of Graduate Studies and Research—Master's Degrees*.

CHANGE OF MAJOR

Each undergraduate student who wishes to change his or her major must report to the Office of Advising Services to initiate the procedure; graduate students should report to the Graduate Office. The Office of Advising Services will instruct the students on how to notify their old and new major departments. Advising Services will see to it that the new major change is recorded on the data base.

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, a student may drop a course only for serious and compelling reasons which must be stated in writing with the drop form. A serious and compelling reason is defined as a physical or emotional condition which makes it impossible for a student to complete course requirements. Such circumstances should be verified by a physician or an appropriate professional consultant. Personal dislike or dissatisfaction with the subject matter, class or instructor, failure to perform satisfactorily and the threat of a poor evaluation are not serious and compelling reasons within the university policy. If the drop is approved, a W grade will be assigned (see current *Schedule of Courses*).

Withdrawals are 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.