

Consult the current *Schedule of Courses* for specific add/drop instructions, procedures, and deadlines.

**Adding Courses.** Once registered, a student may add courses through the end of the second week of instruction.

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

After the seventh 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 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.

During the final four weeks of instruction, dropping an individual course is not permitted. Instead, a student must completely withdraw 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 through the last day of instruction. Complete withdrawal is not permitted during the final examination period. 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 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 Office of Advising Services or the Evaluations Office regarding possible consequences if you remain away from California State University, Fresno more than one calendar year.

Consult the current *Schedule of Courses* for specific withdrawal instructions, procedures and deadlines.

**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 by using the STAR system. Students must not assume that instructors will exercise their option to submit the Administrative Withdrawal Form. 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, *U* or *NC*.

Further, in order to permit students on waiting lists to enroll in a class, instructors may drop 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.