

Change of Major. Undergraduate students who wish to change their major must initiate the process at the Student Services Center, Joyal Administration Building, North Lobby. New graduate and postbaccalaureate students should report to the Graduate Admissions Office and continuing graduate and postbaccalaureate students should report to the Division of Research and Graduate Studies Office.

Adding/Dropping Courses. After initial registration, a student may continue to **add open classes** up through the tenth day of instruction without permission. After the tenth day of instruction and through the 20th day of instruction, all adds require permission from the instructor or the department. After the official census date (20th day of instruction) adding is no longer allowed.

A student may **drop a course** without permission up through the 15th day of instruction. From the 16th day to the 19th day of instruction, dropping a course requires the signatures of the instructor and the chair of the department on a Drop/Withdrawal Form, but no record is registered in the transcript. After the 20th day of instruction, a student may drop a course for a serious and compelling reason that makes it unreasonable for the student to complete course requirements. A *serious and compelling reason* is defined as an unexpected condition that is not present prior to enrollment in the course that unexpectedly arises and interferes with a student's ability to attend class meetings and/or complete course requirements. The reason must be acceptable to and verified by the instructor of record and the department chair in which the course is offered. The condition must be stated in writing on the appropriate form. The student must provide documentation that substantiates the condition.

During the final three weeks of instruction, dropping an individual course is not permitted unless special approval is given by the dean of Undergraduate Studies 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.

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.

Complete Withdrawal. Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the University Registrar at 559.278.2261.

Students who receive financial aid funds must consult with the Financial Aid & Scholarships Office prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

At Fresno State, a student may completely withdraw from all courses up through the 15th day of instruction online without any restriction or academic penalty (receiving a W grade). From 16th day to 20th day of instruction, complete withdrawal needs instructor and department chair approval on a Drop/Withdrawal Form. Complete withdrawal after the fourth week of instruction, and up to the last three weeks of instruction, are only approved for a documented serious and compelling reason. Permission to withdraw during this time shall be granted only with the approval of each individual instructor(s) and the department chair(s) of the department in which each course is offered. Undergraduate students will not be allowed to withdraw from more than a total of 18 semester units during their undergraduate career at Fresno State. Complete withdrawal during the last three weeks of instruction is not permitted. Exceptions are only allowed where the cause of the withdrawal is due to circumstances clearly beyond the student's control and the assignment of incomplete grades in all classes is not practical. Students are responsible for obtaining the approval of the instructors of each of their courses, the department chairs for the department in which the courses are offered, and the Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate.

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 grade 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 two semesters without reapplying for admission. A student not enrolled for two or more consecutive semesters must reapply and pay the application fee. Contact the Undergraduate Degree Evaluations