

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* is recorded on the student's transcript.

During the final three weeks of instruction, dropping one or more courses is not permitted. 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. Consult the current *Schedule of Courses* for specific withdrawal instructions, procedures and deadlines.

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.

“I can't emphasize the importance of good reading and writing skills. They make the difference between suffering through a class or enjoying it and learning something from it.”

— Freshman,
Undeclared Major

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, architecture, theology, librarianship, chiropractic, and osteopathic and podiatric medicine. Some 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, incorporate 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 *Degree Requirements* section of this catalog.

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, chemistry, physics and English. Also calculus is required by some medical schools. Because of competition for admission to medical schools, a grade-point average above 3.5 is highly