APM 231 POLICY ON ADDING AND DROPPING CLASSES

Introduction

Executive Order No.1037 specifies system-wide policies "designed to facilitate a student's graduation through changes in policies in course withdrawals" (Memo from Chancellor Reed 9/8/08). Students are responsible for planning and monitoring their progress toward graduation and implementing their graduation plan. Implementation of a graduation plan consists of activities such as enrolling in courses and dropping or adding courses as appropriate given course availability and changes in the students' extracurricular demands on time and personal resources. Once a student is enrolled in a course he or she should make every effort to complete the course. Withdrawal from a course after four weeks of instruction should occur only as a last resort in response to an unforeseen event. Thus, the university limits the number of late withdrawals from courses allowed to an individual student to encourage the student to make consistent progress toward graduation. This policy outlines student responsibilities and rules for adding and dropping classes after instruction begins during a semester and the limits on the number of late withdrawals from courses that the university allows for an individual student.

Administration

This policy concerns withdrawal from semester units before and after the census dates of semester. Students may withdraw from an unlimited number of units before the census dates. Students may withdraw from no more than 18 semester units after the census dates. This limit applies only to units attempted at California State University, Fresno. This limit does not include units from a semester in which a student withdraws from the university after the twelfth week of instruction.

Original signatures are required on all forms. If the instructor or chair is not available to provide an original signature after consultation with the student and reviewing the documentation, the instructor or chair may contact an administrative assistant and give permission for the administrative assistants to sign the form. In these circumstances, administrative assistants must attach documentation of this communication with the instructor or chair to the form.

Adding Courses

These procedures and deadlines apply to fall and spring semesters only. For summer semesters, see the Class Schedule for deadlines and procedures.

The First Two Weeks of the Semester (hereinafter referred to as the "tenth day of instruction")

A student may add courses through the tenth day of instruction without obtaining special permission from the instructor if the class is open to enrollment. A faculty member has the discretion to close a course to enrollment on or after the first day of instruction to manage waiting lists and/or to facilitate the development of an effective learning environment.

The Third and Fourth Weeks of the Semester (up through the Census Date)

During the third and fourth weeks of the semester, students may add a course if they have obtained a permission number from the instructor. The department may provide permission numbers to students after faculty members communicate their approval to the department. Faculty members are not obligated to give students permission to add a course after the tenth day of instruction. No adds are permitted after the census date

Dropping Individual Courses

Management of class enrollments under all circumstances is the responsibility of the individual student. A student must withdraw properly and in a timely fashion from any course he/she does not intend to complete. Failure to withdraw will result in the assignment of the appropriate failing grade.
These procedures and deadlines apply to fall and spring semesters only. For summer, see the Class Schedule for deadlines and procedures.

The First Four Weeks of the Semester (up through the Census Date)

A student may drop courses after registration and up through the first four weeks of the semester without the permission of the instructor. No record of enrollment in the course will appear on the student's transcript.

Faculty members may administratively drop students from their courses up to the tenth day of instruction if students do not meet the pre-requisites for a course or have missed a class meeting. If a faculty member does this, no record of enrollment in the course will appear on the students' transcript. For this reason, a student absent from any class meeting during this period is responsible for contacting the instructor before the next class meeting to request retention in the course. A faculty member is not obligated to administratively drop a student who does not attend class meetings during the first ten days of instruction. Thus, a student cannot expect instructors to administratively withdraw him/her in the event he/she is no longer attending class.

After the Census Date through the Twelfth Week of Instruction

After the census date and through the twelfth week of instruction, a student may drop a course only for a serious and compelling reason. 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 condition must be stated in writing on the appropriate form. The student must provide documentation that substantiates the condition The reason must be acceptable to and verified by the instructor of record and the department chair of the department in which the course is offered. Students may appeal a department chair's decision to deny a request to drop a course for a serious and compelling reason to the appropriate Dean.

The following are NOT to be considered as serious and compelling reasons for withdrawing from a course after the twentieth day of instruction: Failure to acquire required course materials, performing poorly on course assignments, and dissatisfaction with the subject matter, class, or instructor. The following unforeseen situations are likely to be serious and compelling reasons: prolonged and debilitating student illness or injury, terminal illnesses of family members and

significant others, death or injury of family members and significant others, and other unforeseen events that arise after the census date that prevent a student from attending a course for a prolonged period of time. However, the faculty member does not have to approve withdrawal from a course for these reasons, or other reasons, which are not deemed serious and compelling at the discretion of the instructor.

When the appropriate form has been signed by the department chair and processed according to the instructions on the form, a "W" will be recorded on the student's transcript for that course.

The Last Three Weeks of Instruction (final 20% of instruction)

During the last three weeks of instruction, withdrawals from a course are not permitted. Exceptions are only allowed in situations clearly beyond the student's control and the assignment of an incomplete is not practical. Students are responsible for obtaining the approval of the instructor of the course, the department chair, and either the Dean of Undergraduate Studies or the Dean of Graduate as appropriate. The reason must be acceptable to and verified by the instructor of record and the department chair of the department in which the course is offered, and either the Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate. The student must provide documentation that substantiates the condition.

When the appropriate form has been signed by either the Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate, and processed according to the instructions on the form, a "W" will be recorded on the student's transcript for that course.

Dropping All Courses During A Semester (Complete Withdrawal)

These procedures and deadlines apply to fall and spring semesters only. For summer, see the Class Schedule for deadlines and procedures.

The First Four Weeks of the Semester (up through the Census Date)

Students may drop all courses without the permission of instructors. Students must have an exit interview with the Financial Aid Office and other student services offices as appropriate. No record of enrollment will appear on the student's transcript.

After the Census date and through the Twelfth Week of Instruction

Students must have a serious and compelling reason and obtain the approval of the instructor for every course and department chair of the department in which each course is offered. The reason must be acceptable to and verified by the instructor of record and the department chair of the department 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. After obtaining the approval of instructors and department chairs, students must have an exit interview with the Financial Aid Office and other student services offices as appropriate.

When the appropriate form has been processed according to the instructions on the form, a "W" will be recorded on the student's transcript for each course

The Last Three Weeks of Instruction (final 20% of instruction)

During the last three weeks of instruction, dropping all courses for the semester is not permitted. Exceptions are only allowed in situations 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 the each of their courses, the department chairs for the departments in which the courses are offered, and the Dean of Undergraduate Studies or the Dean of Graduate Studies, as appropriate. The reason must be stated in writing on the appropriate form. The student must provide documentation that substantiates the condition. After obtaining the approval of instructors, department chairs, and the appropriate Dean, students must have an exit interview with the Financial Aid Office and other student services offices as appropriate.

When the appropriate form has been signed by the appropriate Dean and processed according to the instructions on the form, a "W" will be recorded on the student's transcript for each course.

Refer to the Academic Calendar at http://www.csufresno.edu/catoffice/ for specific semester deadline dates.

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