

 California

 State

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 Fresno

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**Academic Policy & Planning Committee**

**Academic Senate**

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**M E M O R A N D U M**

October 10, 2018

**MEMORANDUM**

TO: Thomas Holyoke, Chair

 Academic Senate

FROM: James J. Mullooly, Chair

                   Academic Policy & Planning Committee

RE:              APM 231 (Drop Deadlines)

This memorandum will serve to inform the Academic Senate that the Academic Policy & Planning Committee moved to approve your consideration of the following modifications to APM 231 at our 10/4/18 meeting.

**MSC**: **To add the words “last instructional day before” to the 5th paragraph of page 2 of the APM.**

From 16th day of instruction after semester instruction begins and up through the **last instructional day before** Census Date, a student may drop a course by obtaining permission from instructor and department chair using the Drop/Withdrawal form. No record of enrollment in the course will appear on the student’s transcript.

This is being proposed to accommodate a request from ASI and the Dean of Undergraduate Studies to help students add classes.