

A campus of The California State University

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**S93-13**

At its meeting of May 3, 1993, the Academic Senate approved the following Policy Recommendation presented by John Engell for the Instruction and Student Affairs Committee.

### **CHANGE OF PROGRAM**

Replaces S85-5, S76-5.

Resolved, Each student is responsible for every course listed on the student's official program. Any change, which is an addition or deletion of a course or change in section, must be made on the proper form, be signed by the instructor and department chair involved, and filed with the Office of Admissions and Records on or before the dates listed in the Schedule of Classes.

Resolved, The following regulations apply to Change of Program:

1. A student may add only during the first two weeks of instruction.

2. Courses may be dropped without penalty (no symbol recorded) through the first week of instruction or, for those classes which meet only once a week, through the end of the second class period. Forms for Change of Program may be obtained from the Office of Admissions and Records. A change is not officially made until all forms have been filled out properly, fees paid, if applicable, signatures obtained, and the forms filed with the Office of Admissions and Records within the period listed in the Schedule of Classes.

3. Dropping a course (or courses) after the first week or, for those classes which meet only once a week, through the end of the second class period, and through the thirteenth week of instruction is permissible only for serious and compelling reasons. Unsatisfactory performance in course work is not a serious and compelling reason in itself for requesting permission to drop. Serious and compelling reasons for withdrawal may include the circumstances that the student has never attended a course subsequent to the first week of instruction, provided that the student initiate the withdrawal action and the instructor certify that the student has never attended a meeting of the course in question subsequent to the first week of instruction.

4. Permission to delete courses from the official program of study after the first week of instruction or, for those classes which meet only once a week, through the end of the second class period, may be granted only with the approval of the instructor and the department chair. Forms for Change of Program may be obtained from the Office of Admissions and Records. A change is not officially made until all forms have been filled out properly, fees paid, if applicable, signatures obtained, and the forms filed with the Office of Admissions and Records within the period listed in the Schedule of Classes.

5. After the first week and through the thirteenth week of instruction, a student receiving permission to drop a course in which he/she is enrolled will receive the symbol "W". (The thirteenth week of instruction is the beginning date for instructors to give "Incomplete," if the student qualifies.)

6. No courses shall be dropped after the thirteenth week of instruction except in cases such as accident or serious illness where the cause is clearly due to circumstances beyond the student's control and the assignment of an incomplete is not practicable. Ordinarily, dropping of courses in this category would involve complete withdrawal from the University, except that credit, or an incomplete may be assigned for courses in which sufficient work had been completed to permit an evaluation to be made. The thirteenth week drop date shall continue to be the first Friday on or after the sixty-fifth day of instruction.

7. Requests for permission to withdraw under these circumstances are handled and filed as indicated in number 4 above, except that such requests after the thirteenth week of instruction also must be endorsed by the dean of the college.

8. A student dropping a class unofficially will receive a grade of "F" (Failure) or "U" (Unauthorized Withdrawal) in all courses which he/she stops attending. An unofficial drop is one in which a student stops attending classes without filing an official Change of Program form within the deadline established for dropping courses.

**ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on May 13, 1993.**