



## Late Change of Academic Schedule for Undergraduate Students

For Use during Weeks 5-17 of Fall and Spring Semesters, and after the Late Registration/Schedule Adjustment deadlines of each Summer session and Winter Term

### Frequently Asked Questions

#### Will my request be approved?

**Changes in academic schedules after the Late Registration/Schedule Adjustment deadline for the current academic term and session are rarely approved and will be considered only in cases where the student can provide written proof of extraordinary circumstances that have arisen from events beyond his or her control.**

The situations listed in the paragraph below DO NOT meet the criteria of extraordinary circumstances. Furthermore, there must be no viable alternative to the requested change, such as repeating the course or enrolling in the course in the following semester. Completion of this form is the first step in the review process and does not imply that the request will be approved. Any request received after the last day of the semester will be considered retroactive and must be submitted on the form entitled *Request for Retroactive Action for Undergraduate Students*.

The following situations **ARE NOT** considered extraordinary circumstances and **WILL NOT** be approved to justify a change in schedule after the Late Registration/Schedule Adjustment deadline for the current academic term/session:

- (a) failing the class or receiving less-than-desired grade;
- (b) waiting for the instructor to give a permission number;
- (c) failing to take action to add or drop a class prior to the end of the third week of instruction;
- (d) failing to make payment of registration and/or waiting for Financial Aid;
- (e) the need to work because of financial considerations or opportunities;
- (f) encountering a situation that should have been anticipated, such as the need to have transportation or child care, the need to pay for ordinary living expenses;
- (g) aspirations of either the student or his/her family in regard to GPA, the dean's list, graduate school, scholarships, etc.;
- (h) dissatisfaction with course material, instructor, instructional method, or class intensity;
- (i) lack of motivation, change in academic interests, or change of major;
- (j) participation in extracurricular activities; or
- (k) academic overload and inability to keep up in all classes.

The following situations are typically the only ones that **WOULD** meet the standard of extraordinary circumstances for which there is no viable alternative and would justify a change in schedule after the Late Registration/Schedule Adjustment deadline:

- (a) medical documentation that the academic schedule is detrimental to the student's physical or mental health (see the Change of Schedule Policy for Complete and Partial Medical Withdrawals at [www.csun.edu/anr/soc/adjsched.html](http://www.csun.edu/anr/soc/adjsched.html));
- (b) activation for compulsory military duty;
- (c) Relocation out of the immediate area.

#### During the Final Three Weeks of the Term:

Requests for conditions or circumstances that arise during the final three weeks of instruction or thereafter, will be considered only in cases of severe illness, injury or other extreme circumstances. For less serious conditions or circumstances, students should investigate the possibility of an Incomplete with the course instructor.

#### Which form should I use?

This **Late Change of Academic Schedule Form** is to be used by undergraduate students beginning with the first business day after the Late Registration/Schedule Adjustment deadline for the current academic term or session (see [www.csun.edu/anr/soc/adjsched.html](http://www.csun.edu/anr/soc/adjsched.html) for specific dates) to request approval for the following late actions:

- Add classes late
- Drop classes late
- Change basis of grading from Credit/No Credit (CR/NC) to a letter grade (A-F) or vice versa
- Completely withdraw from the University for non-medical reasons
- Register late and add classes (i.e., add classes in the current term for the first time)

**Complete Medical Withdrawals** are handled by the Student Health Center (818-677-3691). The form is available at [www.csun.edu](http://www.csun.edu) under "Quick Links," then clicking on "Student Forms", scroll to "Withdrawals" and click on "Complete Medical Withdrawal."

**Partial Medical Withdrawals** from one or more, but not all, classes are initiated by completing the **Partial Medical Withdrawal for Undergraduate Students** form. Students seeking a Partial Medical Withdrawal must have their treating medical professional complete the **Partial Medical Withdrawal Health Provider Report**. Both forms are available at [www.csun.edu](http://www.csun.edu) under "Quick Links," then clicking on "Student Forms", scroll to "Withdrawals."

Students seeking any of the above actions, including Complete Medical Withdrawals after the last day of the term or semester as published in the *Schedule of Classes* should submit the **Request for Retroactive Actions for Undergraduate Students** form. However, petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered. The form is available at [www.csun.edu](http://www.csun.edu) under "Quick Links," then clicking on "Student Forms", scroll to "Withdrawals" and click on "Retroactive Actions for Undergraduate Studies."

#### How will I be notified of the decision and what should I do while waiting?

Associate Deans of Colleges will normally make their decisions within one week of receiving the form and will inform students of their decision by e-mail to their CSUN e-mail address. Students should continue to attend class while waiting for decisions.

#### What will happen if my request is granted?

The Associate Dean will transmit approved decisions directly to Admissions and Records. Any courses for which withdrawals are approved will result in a W on student transcripts. Changes in the number of units might result in an increase in fees or a partial refund. You will be notified if you owe additional fees or are due a partial refund. The refund policy for regularly enrolled CSUN students can be found at <http://www-admn.csun.edu/ucs/>. **Open University students** may visit: <http://tsengcollege.csun.edu/openuni-dates.html>

#### How is Financial Aid affected by changes in academic program?

Please contact Financial Aid before completing this petition to ensure you understand the financial impact of this withdrawal. Your Financial Aid may be reduced or canceled and/or you may be asked to repay Financial Aid dollars to CSUN. For more information contact Financial Aid at (818) 677-4085. **Open University students** are not eligible for Financial Aid.

**BEFORE YOU SUBMIT THIS PETITION, learn how the change in your schedule may affect you. Click [www.csun.edu/ugs/academicprogramchanges.html](http://www.csun.edu/ugs/academicprogramchanges.html)**