

Late Change in Academic Schedule for Undergraduate Students

See instructions on Page 2

For this semester's deadlines, go to:

www.csun.edu/anr/soc/adjsched.html

Use this form to request a change of academic schedule only after the Late Registration/Schedule Adjustment deadlines for the current academic term as follows:

- **Fall and Spring Semesters:** Use only during Weeks 5-17
- **Summer Term:** Use only after the second Friday of each session
- **Winter Term:** Use only after the deadlines published by the Tseng College of Extended Learning

Personal Data PRINT CLEARLY (form will not be accepted if illegible)

Name:

CSUN Student ID:																			
-------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Terms (circle one) Sp Su Fa Wi Year: Major:

Phone: CSUN e-mail: @csun.edu Alternate e-mail: @

Nature of Request: <i>(Select one option only)</i>	<input type="checkbox"/> Register Late and Add Class(es)	<input type="checkbox"/> Add and/or Drop Class(es)	<input type="checkbox"/> Change in Basis of Grading	<input type="checkbox"/> Complete Withdrawals <i>(not medical: drop all classes)</i>
--	---	---	--	--

Requested Change:

(check boxes)				Dept and Course Number	5-digit Class Number	INSTRUCTOR (or designee)		Recommendation						
Add (grade)	Add (CR/NC)	Drop	Change Grade Basis			Print Name		Approve	Deny	Is this student passing?		Chair of Department Offering Course	Approve	Deny
						Sign Name				Yes	No			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

I understand that reduction in units may affect my Financial Aid, Campus Housing, and/or International Student Status. I will check with each office to learn the consequences because once a change is processed the decision cannot be reversed. To learn how the change in your schedule may affect you, click www.csun.edu/ugs/academicprogramchanges.html.

Student Signature: _____ **Date:** _____

Associate Dean's Signature: _____ **Date:** _____ **Approved:** **Denied:**

What do I need in additional to my form and where do I take the completed request?

1. Attach a **typed** statement that describes the serious and compelling reason for your request and the consequences to you if your request is not granted. Your statement is an important factor in the decision on your request.
2. Print out your class schedule and attach it. Log into myNorthridge at www.csun.edu. Under My Path to Graduation, click Student Center (SOLAR) and then View Class Schedule. Include this even if it shows that you are not registered in any classes. **Extended Learning students** can go to the College of Extended Learning box, click on Student Center. Then click on View My Class Schedule to view and print the schedule.
3. Attach written documentation or evidence that supports the reason you have described in your statement. This might include a letter from an employer, medical information, court document (documents must be on letterhead), or information from relevant CSUN departments (e.g., Financial Aid, Admissions and Records print outs, etc.). All must explain a direct connection between the requested action and the serious and compelling reason you cited in your statement. Documents from CSUN offices may be copies of e-mails.
4. Submit the form to the appropriate Associate Dean. If your request involves one course or courses within only one College, submit your request to the Associate Dean of the College that offers that course or courses. If your request involves courses from more than one academic college, submit your request to the Associate Dean of the College for your Major. A list of Associate Deans is located at <http://www.csun.edu/~assocdeans>. Click "Find information by course or major" to identify the correct Associate Dean for your course or major. **Open University students** must contact the Associate Dean of the department offering the class, not the Dean of the college of your major.

Late Change of Academic Schedule for Undergraduate Students
For Use after Week 5 of Fall and Spring Semesters, after of the second Friday of each Summer Term session, and
after the Late Registration/Schedule Adjustment deadlines for 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 and 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, the need to pay for ordinary living expenses, the need for child care;
- (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);
- (b) activation for compulsory military duty;
- (c) Relocation out of the immediate area.

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 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 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 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. The form is available at 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/ucls/>. **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**