



# Change in Academic Program

## Late Add, Drop and/or Change in Grading Basis

Late registration and schedule adjustments are permitted through the second Friday of each session. See important deadlines, inside front cover of this guide.

**No schedule changes are permitted after the second Friday of a session.**

<b>Late Registration and Schedule Adjustments</b> <b>Sessions 1 and 2: May 27 - June 6</b> <b>Session 3: July 9 - July 18</b>				
Late Registration	Add Classes	Swap Classes	Change Grading	Drop Classes
Enrolling for the first time in Summer 2008 classes	Enrolling in additional classes	Adding and dropping a class at the same time	Changing from letter grade to CR/NC (or from CR/NC to grade)	Reducing the number of classes (partial withdrawal) —or— Dropping all classes (complete withdrawal)
Instructions and Deadlines				
Add online in SOLAR Student Center through the second Friday of each session.	Add online in SOLAR Student Center through the second Friday of each session.	Swap online in SOLAR Student Center through the second Friday of each session. <b>Swapping from Session 3 to Sessions 1 or 2 is not permitted after May 26.</b>	See “Credit/No Credit Grading Policy” on page 4. <b>Change grading basis online in SOLAR Student Center through the second Friday of each session.</b>	Drop online in SOLAR Student Center through the second Friday of each session.
Approvals				
Obtain permission number(s) from instructor(s)	Obtain permission number(s) from instructor(s)	Obtain permission number from instructor to add	Not required	Not required. Partial and complete withdrawals should be completed by the second Friday of each session.
Late Fees				
<b>\$25.00</b>	<b>None</b>			
Payment or Refund				
Pay by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	If units increase to 6.1 or more, pay additional fees by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	If units increase to 6.1 or more, pay additional fees by 11:59 p.m. on the business day following your registration (except Wednesdays, due by 7:59 p.m.)	None	See “Refunds” on page 15.
<p> Reducing the number of enrolled units may affect the student’s eligibility for <b>Campus Housing, International Student Status, and/or Financial Aid</b>. A <b>Financial Aid</b> student who reduces the number of units or who completely withdraws may be subject to <b>REPAYMENT</b> (including medical withdrawal). Before withdrawing, consult each office for guidance.</p>				




# Change in Academic Program

## Medical Withdrawals

A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question. Medical withdrawals will be granted solely for established medical purposes before a student takes final exams.

Medical withdrawals are guided by CSU Chancellor's Office Executive Order 792. Withdrawal requests made after the second Friday of a summer term session will be considered only for serious and compelling reasons.

Medical withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is needed to care for the family member.

 *Withdrawing from classes, including medical withdrawal, may affect the student's eligibility for Campus Housing, International Student Status, and/or Financial Aid. Before withdrawing, consult each office for guidance.*

## Complete Medical Withdrawals

All students should follow the steps below to request a complete medical withdrawal:

1. Contact the Klotz Student Health Center at (818) 677-3691 or visit the Health Center, Room 235, to start the process.  
Web site: [www.csun.edu/~shcenter/essential](http://www.csun.edu/~shcenter/essential)
2. See "Refund Schedule" on page 16.

## Partial Medical Withdrawals

In cases where medical evidence and the specific demands of the classes overwhelmingly support withdrawal from only a portion of a student's program, a partial withdrawal may be permitted.

Follow the steps below to request a partial medical withdrawal:

1. Undergraduate Students:
  - ▶ Complete the "Request for Partial Medical Withdrawal for Undergraduate Students" available at [www.csun.edu](http://www.csun.edu), Quick Links, and select Student Forms.
  - ▶ Complete the "Partial Medical Withdrawal Health Provider Report" with your health provider. The form is available at [www.csun.edu](http://www.csun.edu), Quick Links, and select Student Forms (under "Withdrawals," bottom of form list).
  - ▶ Submit the completed and approved forms to the Office of Undergraduate Studies, University Hall, Room 215.
2. Graduate Students: Contact the Klotz Student Health Center at (818) 677-3691 or visit the Health Center, Room 235, to start the process.  
Web site: [www.csun.edu/~shcenter/essential](http://www.csun.edu/~shcenter/essential)
3. See "Refund Schedule" on page 16.