

See Instructions on Reverse Side

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

(1)Name: _____ (2)CSUN Student ID:

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(3)Terms (circle one) Sp Su Fa Wi Year: _____ (4)Major: _____

(5)Phone: _____ (6)CSUN email: _____@csun.edu (7)Alternative email: _____@_____

(8) *Nature of Request* (select one option only)

<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 Withdrawal <i>(not medical: drop all classes)</i>
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Requested Change

(9)(check boxes)			(10)Dept and Course Number	(11)5-digit Class Number	INSTRUCTOR (or designee)	Recommendation		Recommendation				
Add	Drop	Change Grade Basis			(12)Print Name	(14)Approve	(14)Deny	(15)Is student passing?		(16)Chair of Department Offering Course Signature / Date	Approve	Deny
					(12)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"/>										

This form will not be accepted unless completed as directed (see page 2) with required signatures and attachments.

Change of Program Guidelines (17)Student Signature: _____ Date: _____

Changes in academic schedules after the twentieth day of instruction 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 Partial Medical or Retroactive Actions for Undergraduate Students*.

The following situations **ARE NOT** considered extraordinary circumstances and **WILL NOT** be approved to justify a change in schedule after the twentieth day of instruction:

(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 twentieth day of instruction: (a) medical documentation that the academic schedule is detrimental to the student's physical or mental health (see section below on Complete and Partial Medical Withdrawals); (b) activation for compulsory military duty.

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

Office of Undergraduate Studies
Change of Academic Program or Schedule Form
 For Use after Week 5 of Fall and Spring Semesters and Week 2 of Summer Session

Instructions: Read Carefully. Failure to follow instructions may result in a denial of your request.

Which form should you use?

This **Change of Academic Program or Schedule Form** is to be used by Undergraduate Students beginning in Week 5 of Fall and Spring Semesters during the academic year and after Week 2 of Summer Session to request:

- Courses be added late
- Courses be dropped late
- The basis of grading be changed credit (CR) to no credit (NC) or vice versa
- A complete withdrawal from the University for non-medical reasons
- Late registration and late course addition

Complete Medical Withdrawals from the University are handled by the Student Health Center (818-677-3691). A different form is required.

Partial Medical Withdrawals from one or more, but not all classes are initiated by completing the **Partial Medical or Retroactive Actions for Undergraduate Students** Form. Students seeking a Partial Medical Withdrawal must have their treating medical professional complete the **Health Care Provider Form**. Both forms are available from the CSUN homepage at www.csun.edu, by clicking on "Quick Links" and then "Student Forms."

Students seeking any of the above action, including Complete Medical Withdrawals after the last day of the semester as listed in the *Schedule of Classes*, should submit their requests on the **Partial Medical or Retroactive Actions for Undergraduate Students** form.

How do I fill out this form?

Complete all data in the **Personal Data Section** by filling in your

- (1) name
- (2) CSUN Student ID number
- (3) Circle the Term for which you are requesting approval and enter the year
- (4) Indicate your Major or Write Undecided if you have not yet selected a Major
- (5) Provide a phone number and alternate phone number where you can be reached or a message can be left regarding your request
- (6) Provide your CSUN email. Decisions will be sent to your CSUN e-mail
- (7) Provide an alternative e-mail (optional)
- (8) Check the appropriate box in the **Nature of Request** section. If you request and are granted permission to register after the first day of class, you will be required to go to Cash Services, Bayramian Hall and pay a \$25 late fee to in addition to tuition.

The **Requested Change** section requires:

- (9) Check the action desired for each course you want to change.
- (10) Enter the Course, indicating both the department and course number (i.e. ENGL 97, KIN 129A)
- (11) Enter the 5-digit Class Number (i.e. 12345, 54321)

Ask the Instructor of the course you wish to change to:

- (12) Print his or her name and sign and date beneath
- (13) Obtain the signature of the instructor and the date signed.
Obtain signature regardless of which boxes are checked (approve/deny).
- (14) Instructor indicates whether he/she concurs with of the requested change
- (15) Indicate whether you are passing the class at the time of your request
- (16) Signature of department chair offering the course and date of signature
- (17) Student Signature and date

Do I need additional signatures?

You must obtain the signatures of the course instructor and department chair. These signatures are obtained to provide notice to the department and aid in accurate record keeping and planning. Neither the instructor nor the department chair has authority to approve or deny your request. Information they provide will factor into the Associate Dean's decision.

Do I need to include anything with my form?

Yes. **Attachments** are required to document all actions.

1. You must provide a **typed**, written statement that describes the serious and compelling reason for your request and the consequences to you if your request is not granted. Guidelines and Important Information for completing this form are provided. Your statement is an important factor in making the decision on resolution of your request. Be sure to include your name and student ID number on your statement and submit it with your form request.
2. Print out your class schedule and attach it. You can locate your class schedule under *View My Class Schedule* in the MyNorthridge portal at www.csun.edu.
3. Attach written documentation or evidence to support the reason you have stated for your request. This might include a letter from an employer, medical information, court document, or information from relevant CSUN departments (i.e. Financial Aid, Admissions and Records print outs, etc.) All documentation must be on letterhead and include contact information. 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.

Where do I submit my form?

Associate Deans in each of CSUN's eight Colleges are responsible for reviewing Change of Academic Program requests. If your request involves only 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 in which your major is found.

A list of Associate Deans is located at <http://www.csunedu/~assocdeans>. Click "Find information by course or major" to identify the correct Associate Dean for your course or major.

What will happen if my request is granted?

You will be notified of all decisions by email to your CSUN account. Any courses for which withdrawals are approved will result in a W on student transcripts. The courses for which W's are approved will never be eliminated from student transcripts. There will be no full refunds after the first day of class. Other refunds are prorated. Please refer to the Refund Policy at <http://www-admn.csun.edu/ucs/>.

How is Financial Aid affected by changes in academic program?

Financial Aid recipients may be required to repay all or some of the monies they receive if they reduce the number of units in which they are enrolled. For more information contact Financial Aid at (818) 677-4085.

How long will this take and what should I do while I'm waiting for a decision?

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-mailing students at their CSUN e-mail address. Students should continue to attend class while waiting for decisions. The Associate Dean will transmit approved decisions directly to Admissions and Record.

What if I have additional questions?

Ask your questions at the office where you submit your form.