



# Late Change in Academic Schedule for Undergraduate Students

Undergraduate and second bachelor's students 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 5-12**
- **Summer Term and Winter Term** (enrollment via **Tseng College**):  
Use only after the deadlines published by the Tseng College of Extended Learning.

**See instructions on Page 2.**  
**For this semester's deadlines, go to:**  
[www.csun.edu/admissions-records/late-add-drop-classes](http://www.csun.edu/admissions-records/late-add-drop-classes)

**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: \_\_\_\_\_@my.csun.edu    Alternate e-mail: \_\_\_\_\_@

<b>Nature of Request:</b> <i>(Select one option only)</i>	<input type="checkbox"/> <b>Add and/or Drop Class(es)</b>	<input type="checkbox"/> <b>Change in Basis of Grading</b>	<input type="checkbox"/> <b>Complete Medical</b>	<input type="checkbox"/> <b>Partial Medical</b>	<b>Last Date of Attendance</b> during term requested: (m/d/y) _____
--	---	--	--	---	---

**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		Date	Approve	Deny	Is this student passing?	
						Signature	Date				Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			PRINT SIGN						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			PRINT SIGN						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			PRINT SIGN						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			PRINT SIGN						

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 changes to your schedule may affect you, click [www.csun.edu/undergraduate-studies/academic-program-changes](http://www.csun.edu/undergraduate-studies/academic-program-changes).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Associate Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Approved:**  **Denied:**

**Instructions:**

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.
2. Print out your class schedule and attach it.
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 & Records print outs, emails, etc.). All must explain a direct connection between the requested action and the serious and compelling reason you cited in your statement. Requests for partial or complete medical withdrawals must also include a signed **Student Consent and Health Care Provider Guidelines** form at [www.csun.edu/sites/default/files/UGS\\_pmw\\_healthprovider.pdf](http://www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf).
4. After obtaining the required instructor signatures, submit the forms and documents 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. Associate Deans are listed at [www.csun.edu/undergraduate-studies/associate-deans-resource-page](http://www.csun.edu/undergraduate-studies/associate-deans-resource-page). Select the College to view **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.

\* Please contact Undergraduate Studies at 818-677-2969, if you wish to be excused from obtaining faculty signatures because of issues related to sexual assault.  
Updated: 08/02/16 UGS

**Late Change of Academic Schedule for Undergraduate and Second Bachelor's Students,  
for use during Weeks 5-12 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 *Last 20% of Instruction and Retroactive Change in Schedule 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/admissions-records/late-add-drop-classes](http://www.csun.edu/admissions-records/late-add-drop-classes));
- (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 and Second Bachelor's beginning with the first business day after the Late Registration/Schedule Adjustment deadline for the current academic term or session (see [www.csun.edu/admissions-records/late-add-drop-classes](http://www.csun.edu/admissions-records/late-add-drop-classes) for specific dates) to request approval for the following late actions:

- Add classes late
- Drop classes late
- Change grading basis from Credit/No Credit to a letter grade (A-F) or vice versa
- Completely withdraw from the University
- Late Registration (i.e., add classes in the current term for the first time)
- Partial and complete medical withdrawals

**How do I request a withdrawal during Weeks 5-12?**

Students who must withdraw for reasons beyond their control, and who can justify serious and compelling circumstances, may withdraw without academic penalty by securing the approval of the instructor and the appropriate campus officials. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

**What documentation is required for medical withdrawal requests?**

Students seeking a complete or partial medical withdrawal must provide a signed **Student Consent and Health Care Provider Guidelines** form, found at [www.csun.edu/sites/default/files/UGS\\_pmw\\_healthprovider.pdf](http://www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf) and relevant medical documentation from their health care provider. Letters from doctors must be on letterhead with license number. Partial medical withdrawals will be permitted when there is a clear link between the class and the medical condition. Requests solely seeking a reduced course load without specific and focused medical justification do not demonstrate the required link.

**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 email 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 & 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 prorated refund. You will need to check your portal for updated fee information. The refund policy for regularly enrolled CSUN students can be found at [www.csun.edu/stufin](http://www.csun.edu/stufin). **Open University students** may visit: <http://tsengcollege.csun.edu/programs/university-access>.

**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/undergraduate-studies/academic-program-changes](http://www.csun.edu/undergraduate-studies/academic-program-changes)