



# Late and Retroactive Change in Academic Schedule for Undergraduate and Second Bachelor's Students

Download, save and complete this form to request a change in schedule only after the Late Registration and Schedule Adjustment deadlines for the current academic term. You may also request a **retroactive** change for a prior term with this form. **For this semester's deadlines**, see [www.csun.edu/current-students/register/late-register/change-deadlines](http://www.csun.edu/current-students/register/late-register/change-deadlines).

### About Withdrawals:

Withdrawals are not permitted during the **final 3 weeks** (Last 20%) of instruction or thereafter except in cases such as an accident or serious illness where the cause of the withdrawal is clearly beyond the student's control and the assignment of an Incomplete grade is not practical. Withdrawals will not be granted if the student has taken final exams or if they are found, at any time, to have committed academic dishonesty in the class(es). Petitions requesting retroactive withdrawals beyond 1 year of the conclusion of the semester or term for which the withdrawal is requested will not be considered.

### Instructions:

1. Include a **STATEMENT** that describes the serious and compelling reason for your request and the consequences to you if your request is not granted.
2. Please submit **DOCUMENTATION**, if available, supporting your clear and compelling reason for dropping your courses.
3. Medical requests must include **DOCUMENTATION and** a signed **Student Consent and Health Care Provider Guidelines** form, available at [www.csun.edu/sites/default/files/UGS\\_pmw\\_healthprovider.pdf](http://www.csun.edu/sites/default/files/UGS_pmw_healthprovider.pdf).
4. To **add** one or more classes after Week 12 of the current fall or spring term, retroactively for a prior term, or after the published deadline to add in summer or winter terms, request an **EMAIL of approval** from your instructor, the department chair, **or** the [associate dean of the college](#) offering the course, and **attach** the approval to this form.
5. Email form(s), documents, and approvals (if adding) to the Office of Undergraduate Studies at [ugs@csun.edu](mailto:ugs@csun.edu) from your CSUN email account or deliver in person to Valera Hall (VH) Room 215. Helpful: [How to File a Form](#)

### Personal Data: **PRINT or TYPE CLEARLY (form will not be accepted if illegible)**

First and Last Name: \_\_\_\_\_ CSUN Student ID: \_\_\_\_\_

Term (check one):    Sp        Su        Fa        Wi    Year: \_\_\_\_\_ Major: \_\_\_\_\_

Phone: \_\_\_\_\_ CSUN email: \_\_\_\_\_@my.csun.edu Other email: \_\_\_\_\_

### Nature of Your Request – Select one option only:

Add/Drop Class(es)                  Change Grading Basis                  Complete Medical Withdrawal                  Partial Medical Withdrawal

### Requested Changes:

Add (Grade)	Add (CR/NC)	Drop	Change Grade Basis	Department and Course Number	5-Digit Class Number	Last Date of Attendance during term (mm/dd/yy):

I have reviewed the [Precautions for Reducing Units](#) and [Impact of Academic Schedule Changes](#) for the possible effects on my Financial Aid, Campus Housing, international student status, and more. If my request to add one or more classes is approved, I will check my account balance in myNorthridge Portal for additional fees and payment deadlines if any. I understand the consequences of my request and that the change will not be reversed once it is processed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President of Undergraduate Studies Signature

\_\_\_\_\_  
Date

Approved:

Denied: