



# Change in Academic Program

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

Late registration and schedule adjustments are permitted during the first two weeks of each session. See important deadlines, inside front cover of this guide.

**No schedule changes are permitted after the second week of each session.**

Late Registration and Schedule Adjustments				
Sessions 1 and 2: June 4 - June 15 Session 3: July 16 - July 27				
Late Registration	Adding Classes	Swapping Classes	Changing Grading Basis	Dropping Classes
Enroll for the first time in summer 2007 classes	Enroll in additional classes	Add and drop a class at the same time	Change from letter grade to CR/NC or vice versa	Reduce number of classes (partial withdrawal) –or– Drop all classes (complete withdrawal)
Instructions and Deadlines				
Add on SOLAR through the second Friday of each session.	Add on SOLAR through the second Friday of each session.	Swap on SOLAR through the second Friday of each session.  <i>Note: Swapping from Session 3 to Sessions 1 or 2 is not permitted after June 3.</i>	See “Credit/No Credit Grading Policy” on page 4.  Change grading basis on SOLAR through the second Friday of each session.	Drop on SOLAR 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 4 pm on 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 enrollment (except Wednesdays, due by 7:59 p.m.)	Pay by 11:59 p.m. on the business day following your enrollment (except Wednesdays, due by 7:59 p.m.)	If units increase to 6.1 or more, pay by 11:59 p.m. on the business day following your enrollment (except Wednesdays, due by 7:59 p.m.)	None	See “Refunds” on page 15.
<p> <b>IMPORTANT!</b> Student eligibility for financial aid is based on enrollment. A student who reduces the number of enrolled units or who completely withdraws may be subject to REPAYMENT (including medical withdrawals) and should consult a financial aid representative for guidance.</p> <p> Students enrolled in PACE and online courses must adhere to the same deadlines and procedures outlined in this table.</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 after the second week of summer term classes 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.

 *Financial aid recipients should consult a financial aid representative to learn the consequences of medical withdrawals.*

### Complete Medical Withdrawals

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

1. Contact the Addie Klotz Student Health Center at (818) 677-3691 or visit the Health Center to start the process. Web site: [www.csun.edu/~shcenter](http://www.csun.edu/~shcenter)
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 or Retroactive Actions for Undergraduate Students" available at [www.csun.edu](http://www.csun.edu), Quick Links, and select Student Forms.
  - ▶ Complete the "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.
  - ▶ Submit the completed and approved forms to the Office of Undergraduate Studies, University Hall, Room 215.
2. Graduate Students: Contact the Addie Klotz Student Health Center at (818) 677-3691 or visit the Health Center to start the process. Web site: [www.csun.edu/~shcenter](http://www.csun.edu/~shcenter)
3. See "Refund Schedule" on page 16.