

A campus of The California State University

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S93-13

At its meeting of May 3, 1993, the Academic Senate approved the following Policy Recommendation presented by John Engell for the Instruction and Student Affairs Committee.

CHANGE OF PROGRAM

Replaces S85-5, S76-5.

Resolved, Each student is responsible for every course listed on the student's official program. Any change, which is an addition or deletion of a course or change in section, must be made on the proper form, be signed by the instructor and department chair involved, and filed with the Office of Admissions and Records on or before the dates listed in the Schedule of Classes.

Resolved, The following regulations apply to Change of Program:

7. Requests for permission to withdraw under these circumstances are handled and filed as indicated in number 4 above, except that such requests after the thirteenth week of instruction also must be endorsed by the dean of the college.

8. A student dropping a class unofficially will receive a grade of "F" (Failure) or "U" (Unauthorized Withdrawal) in all courses which he/she stops attending. An unofficial drop is one in which a student stops attending classes without filing an official Change of Program form within the deadline established for dropping courses.

ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on May 13, 1993.