

Division of Continuing and Global Education  
 California State University, Fresno  
 Kremen Education Building, Room 130  
 (559) 278-0333  
 www.csufresno.edu/cge

- Fall 20\_\_\_\_
- Winter Intersession 20\_\_\_\_
- Spring 20\_\_\_\_
- May-June Intersession 20\_\_\_\_
- Summer 20\_\_\_\_

## Administrative Change Form

Date

Email Address

Student Name (Last, First, Middle Initial)

Student ID number

Student Telephone Number

Codes:

W=Administrative Withdrawal

T=Time Conflict

E=Enrollment Correction

AU=Audit

Code	Class Number	Course	Instructor's Signature	Date

Comments:

Administrative Change Card must be received in the Division of Continuing and Global Education office by deadlines listed on reverse.

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### For Continuing and Global Education Office Use only

Action:

Initials\_\_\_\_\_ Date\_\_\_\_\_

(See reverse for policies and procedures)

## **POLICIES AND PROCEDURES**

### **Department/Instructor Initiated**

#### **Administrative Withdrawal for Open University and Concurrent Classes:**

During the first ten days of instruction, an instructor may drop from his/her class any student who is absent from any class session and does not personally notify the professor by the next class meeting of his/her intent to remain in the class. The instructor who drops a student for this reason shall complete and forward the Administrative Change Form to the Division of Continuing and Global Education office no later than the tenth day of instruction for the semester.

#### **Administrative Withdrawal for Summer Session, Intersession and all other classes lasting five days or longer:**

Submit form no later than three days after the class start date.

#### **Enrollment Correction for Open University and Concurrent Classes:**

An Enrollment Correction is when a department needs to move student enrollment from one section of a class to another section of the same class. The course information for both sections needs to be completed and the instructors for both sections need to approve and sign the form which should be submitted to the Division of Continuing and Global Education by the tenth day of instruction for the semester.

#### **Enrollment Correction for Summer Session, Intersession and all other classes lasting five days or longer:**

Submit form no later than three days after the class start date.

### **Student Initiated**

**Time Conflict** – Students cannot enroll in two courses which have a conflict in scheduling without the approval of the instructors of both courses. Student must obtain the faculty signatures for both courses and submit this form to the Division of Continuing and Global Education by the course registration deadline. For details go to [www.csufresno.edu/cge](http://www.csufresno.edu/cge).

**Audit** – A student can elect to audit a class by obtaining the instructor signature on this form and submitting it to the Division of Continuing and Global Education office by the course registration deadline. For details go to [www.csufresno.edu/cge](http://www.csufresno.edu/cge).