

## College of Health and Human Services

### Standard Wording for All Syllabi

FALL 2010

#### CHHS Policy

Syllabi are to incorporate the Academic Senate Policy regarding finals week, the deadlines or withdrawals, late adds, CR/NC option and information related to course registration and Disability Programs and Resource Center. A sample listing of the required College policies are shown below.

**CHHS Withdrawal Policy: The last day to drop a class is SEPTEMBER 7<sup>th</sup>, 2010. From September 8<sup>th</sup>- November 16<sup>th</sup>, 2010 you must submit a withdrawal petition.** Withdrawal from a class after **September 7<sup>th</sup>** will be considered for serious and compelling reasons only, and must have accompanying documentation. The following reasons are not considered *serious and compelling*: Changing your major, poor performance, class not required for graduation/major, or more time needed for other classes. If you wish to withdraw from class due to unexpected changes in your work schedule, illness or family emergencies, documentation will be required, along with a copy of unofficial transcripts. If you are requesting a withdrawal, bring your petition and appropriate documentation to the instructor. From **November 17<sup>th</sup>- December 13<sup>th</sup>, 2010**, you may not withdraw from a class or the University, except in the case of a **serious** documented illness or verified accident.

**CR/NC Option: October 19<sup>th</sup>, 2010 (by midnight) is the last day to request the CR/NC option.** The Associate Dean will not approve requests for changes if you miss this deadline.

**Late Add Policy: The period to add classes for the 1<sup>st</sup> set of permit numbers is August 24<sup>th</sup> – September 7<sup>th</sup>, (midnight), 2010. The period to add classes for the 2<sup>nd</sup> set of permit numbers is September 8<sup>th</sup>-21<sup>st</sup>, 2010.** It is your responsibility to procure a late permit number from your instructor and add the class. Faculty cannot add you into a class. After **September 21<sup>st</sup>**, a CHHS Late Add Justification Form and an Add Form must be signed by your instructor, Chair and CHHS Associate Dean to add. This will be approved only if there was an administrative error.

**Check your registration through MySFSU:** Sign up for CR/NC, drop and add classes by the appropriate deadline online through *MySFSU*. ALWAYS check your registration after making any changes and BEFORE deadlines to be sure you are registered properly for your classes. This is a student responsibility. Deadlines for all registration procedures, including withdrawals and requests for credit/no credit, are listed in the class schedule and will be strictly adhered to by the instructor, the Department Chair and the Associate Dean of College of Health & Human Services.

This can be viewed on the Registration Calendar at the following website:

<http://www.sfsu.edu/~admisrec/reg/regsched104.html>

**Disability Programs and Resource Center:** Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC, located in SSB 110, can be reached by telephone at 415-338-2472 (voice/TTY) or by e-mail at [dprc@sfsu.edu](mailto:dprc@sfsu.edu).

