



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Add Policy

Policy #: SP 13-03 (revision of SP 03-05, Add Policy)

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Approval Date:

Effective Date: AY14-15

Expiration Date:

Applicability: All CSU Channel Islands students

Purpose: To reflect the use of permission numbers instead of paper forms for students adding a class after the beginning of the semester.

Policy:

1. Students may add courses during the first three weeks of classes using permission numbers obtained from the instructor.
2. Additions to a student's schedule requiring a Time Conflict form or Additional Unit Authorization will always require the use of the paper form.
3. After the third week of instruction a student may request permission to add a class with the approval of the instructor, the program chair, and the Vice President for Academic Affairs (or designee), as indicated by their signatures on the appropriate form.
4. Students are not permitted to add a class after the fourth week of instruction. Exceptions may be made only in case of extenuating circumstances outside the control of the student and when the student has been attending the course and is current with all coursework. The signatures in item 3 are required.