

SENATE POLICY 23-21

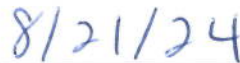
Motion: to approve the Add Policy

Passed at the April 30, 2024, meeting of the University Academic Senate

Approvals:



Christina Smith, Ph.D.
Chair, Academic Senate



Date



Richard Yao, Ph.D.
President



Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs
Approved By: Academic Senate
April 30, 2024

Policy Number: SP 23-21
Effective Date: For Fall 2024
Total Pages: 2

Approved By: Richard Yao, President

Add Policy

Drafted By: Student Academic Policies and Procedures (SAPP, Jason Issacs, Cindy Wyeis, Elizabeth Sowers, Colleen Forest, Monica Rivas)

Accountability: Registrar, Department Chairs, Instructors

Applicability: All CSU Channel Islands students

Effective Date: Starting Fall 2024

Purpose: To eliminate administrative barriers during the first part of the Add/Drop period, allow students to enroll in open courses without instructor permission provided they have met all course prerequisites. Additionally, the waitlist would continue to run through the first week of the semester. The requirement to receive instructor permission to add would begin in week two of the semester and conclude at the end of week three. This practice aligns with several other CSU campuses.

Background: Replaces SP 18-01

Definitions

For courses on a 16-week schedule, 20% and 80% of the instructional time corresponds to the end of the third week and twelfth week of classes, respectively. For courses on a 10-week schedule, 20% and 80% of the instructional time corresponds to the end of the second week and eighth week of classes, respectively. For courses on an 8-week or other length schedules, 20% and 80% of the instructional time will be calculated using actual days of instruction by the office(s) publishing the calendar.

Policy Text

During the first week of a typical 16-week semester, or within the first 6% of an alternate length semester, students may continue to enroll in open courses without permission provided they have met all prerequisites for the course. Additionally, the waitlist process will continue to run

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through the first week of the semester. Academic departments may adjust individual course sections to require instructor consent beginning with the first week on a case-by-case basis.

Within the second and third weeks of a typical 16-week semester, or after 6% yet within the first 20% of an alternate length semester, students may request permission numbers from the instructor to add a course. Permission to add during this time is at the instructor's discretion.

Additions to a student's schedule requiring a Time Conflict form or Additional Unit Authorization require an administrative override.

Students are not permitted to add a class after the third week of instructional time of a 16-week semester, or after the first 20% of an alternate length semester. Exceptions may be made only in cases of extenuating circumstances outside of the student's control and when the student has been attending the course and is current with all coursework. The student must provide documentation as to the extenuating circumstances and obtain written approval by the instructor and the program chair.

Extenuating circumstances are defined as verified accident, illness, university error, or other circumstances beyond the student's control.