

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**F09-2, Policy Recommendation, Policy on Late and Retroactive Enrollment**

**Legislative History:**

At its meeting of December 7, 2009, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Instruction and Student Affairs Committee.

**Action by University President:                      Approved by President Jon Whitmore**

**Date:                      12-21-09**

**Effective Date:                      Fall 2010**

**Policy Recommendation  
Policy on Late and Retroactive Enrollment**

- Whereas students who add classes or enroll past the census date are not counted in the formula used for enrollment management and allotment of department level resources; and
- Whereas the current process for late enrollment (late adds) does not provide instructors or chairs with any information to verify the student's extenuating circumstances as this verification is done at the registrar and bursar level; and
- Whereas students have the responsibility to check their MySJSU schedules and to work with the bursar's office to manage an installment payment plan; and
- Whereas students and/or their instructors sometimes believe the student is enrolled and do not discover otherwise until the final grade roster is released; and
- Whereas there are some legitimate reasons as to why students may need to add a class or enroll past the census date; so be it
- Resolved that the following policy on late enrollment be adopted effective Fall 2010.

## **Pre-census date petition for late enrollment**

Student initiated petitions for late enrollment (late adds) will only be accepted for the time period between the add date and the census date.

The process for petitioning for late enrollment before the census date will be as follows:

The student submits the late enrollment petition to the Registrar. The petition will require a statement of the extenuating circumstance that prevented the student from enrolling by the add date.

The Registrar will investigate the extenuating circumstance to determine if the student is eligible to late enroll in a class. The Registrar will route late enrollment petitions that are eligible to the department for instructor and department chair level decisions.

The submission deadline and processing time of these petitions will be determined in the process of designing the registration and payment timelines within the academic calendar.

## **Post-census date petition for late enrollment**

After the census date, late enrollment petitions will be initiated by the department chair(s) of the course(s) the student wishes to add. This includes what was formerly known as Retroactive Add. If both the department chair and course instructor approve and department policy allows adding after the census date, the department chair will submit a petition to the Registrar. The petition will include the student's statement of extenuating circumstances. The Registrar will investigate the student's extenuating circumstances within 10 working days. If the student is eligible to late enroll, the petition will be forwarded to the Associate Dean of Undergraduate Studies or Graduate Studies and Research as appropriate for final decision within 10 working days.

Departments that do not allow any late enrollment after the add date or census date must have their policy posted on their department website or advertised to their students through another visible means.

After the census date, students will be allowed to add a class or classes or enroll for only one semester during their time at San José State University. Any exceptions to this will be made by petition to the Associate Dean of Undergraduate Studies or Graduate Studies and Research as appropriate and will be approved only under extreme extenuating circumstances.

## **In the case of University error**

To the extent possible, students shall be held harmless for events generated as a result of university error, and every reasonable effort will be made to accommodate them.

## **Verification of rosters**

Faculty are encouraged to reconcile their MySJSU rosters with the students participating in their class before both the add date and the census date. Students are encouraged to reconcile their MySJSU schedule of classes with the courses they think they are enrolled in.

Approved: 11-23-09

Vote: 14-0-0

Present: Megan Baker, Steve Branz (non-voting), Karin Brown,  
Bill Campsey, Victor Culatta, Caroline Fee, Stacy Gleixner, Mo Han,  
Richard Kelley, James Lee, Elizabeth McGee, Rob Montross, Terry Pollack,  
Wiggys Siversten, Eloise Stiglitz

Absent: Eric Armendariz, Lizzie Orr, Marian Sofish

Financial Impact: Could increase the student enrollment before the census date which could increase or decrease state level funding to campus based on where we are with respect to enrollment targets

Workload Impact: Reduce workload on registrar as there will be reduced late enrollment petitions submitted after the census date