

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

**Amendment A to University Policy F20-1, Adding Classes
After Advance Registration**

Legislative History:

On April 19, 2021, the Academic Senate approved Amendment A to University Policy F20-1 presented by Senator Sullivan-Green for the Instruction and Student Affairs Committee. Amendment A is as follows below.

ACTION BY THE UNIVERSITY PRESIDENT:

**Approved and signed
Mary A. Papazian, President,
San José State University
on April 26, 2020.**

Whereas: The Waitlist Work Group, in consultation with the College of Graduate Studies and Graduate Admissions and Program Evaluations (GAPE), has suggested modifications to the standards by which graduate students will qualify as a graduating student for accommodation on the waitlist; therefore be it

Resolved: That F20-1 be amended as follows.

Policy Recommendation Amendment A to University Policy F20-1 Adding Classes after Advance Registration

When demand for a course exceeds the enrollment cap for the course, students who wish to enroll may place themselves on a waitlist. When a department elects to use waitlists to automatically enroll courses, students who are on the waitlist will be automatically enrolled up to the enrollment cap of the course should a space become available.

Departments, in consultation with the Office of Undergraduate Education and/or the College of Graduate Studies, may opt out of using waitlists for select courses both during Advance Registration and after the term begins.

Waitlists will remain active for 9 days from the first day of instruction for the semester and will continue to automatically enroll courses to their enrollment caps from the waitlist. The waitlists will remain active only for the Add Advance Registration Period for the Winter and Summer sessions.

The students on waitlists will primarily be ordered based on the date a student signed up for the waitlist, though the waitlists will be adjusted to give priority to graduating seniors and graduating graduate students. Due to this adjustment, a student's position on the waitlist may change over time.

Graduating seniors will be given priority to enroll in courses from the waitlists. Graduating seniors are defined as those who have an approved graduation application on file for the current term or the subsequent two terms, including the summer term. Graduating seniors will be moved to the top of waitlists on an ongoing basis, both during Advance Registration and after the term begins.

- Graduating seniors must have an approved graduation application on file for the current or subsequent two terms, including summer term, in order to be moved to the top of the waitlist.
- Graduating seniors must meet all necessary conditions for the waitlist.

Graduating graduate students will be given priority to enroll in courses from the waitlists. Graduating graduate students are defined as those who have an approved candidacy form on file for an active program and at least 21 units completed. Graduating graduate students will be moved to the top of waitlists on an ongoing basis, both during Advance Registration and after the term begins. Graduating graduate students will be moved to the top of the waitlists for upper division and graduate level courses with the same standing as graduating seniors.

- Graduating graduate students must have an approved candidacy form on file for an active program and at least 21 units completed, in order to be moved to the top of the waitlist.
- Graduating graduate students must meet all necessary conditions for the waitlist.

When multiple graduating students are moved to the top of the list, they will be ordered based on the time they signed up for the waitlist.

Waitlists will be used to automatically enroll a course up to the enrollment cap. Students who are on the top of waitlist may not be enrolled if they are not able to satisfy all necessary conditions. These conditions may include the following:

- Waitlisted students will not be enrolled if they are enrolled in another section of the course.
- Waitlisted students will not be enrolled if they have a time conflict with another course.
- Waitlisted students will not be enrolled if the additional units will cause the student to exceed any maximum-unit limit that applies to the student, such as first-semester freshman, first-semester-transfer students, or those on academic probation, etc.

Approved: March 15, 2021

Vote: 11-0-2

Present: Austin, Chuang, Delgadillo, Gomez Marcelino, Jackson (non-voting), Khan, Lee, Leisenring (non-voting), Rao, Rollerson, Sen, Sullivan-Green(chair), Wilson, Wolcott, Yao

Absent: Hill, Sorkhabi, Walker, Walters, Yang

Financial impact: None expected.

Workload impact: No change from current situation.