

Superseded by 593.5

F87-5

At its meeting of November 9, 1987, the Academic Senate approved the following Policy Recommendation presented by Sandra Kajiwara for the Instruction and Research Committee.

ENROLLMENT VERIFICATION PROCEDURES

- WHEREAS In August, 1975, the Board of Trustees adopted a resolution requiring "each campus to establish procedures whereby faculty will review class rosters and report apparent discrepancies to the registrar or other appropriate administrative officer or indicate that the roster appears to be correct," and
- WHEREAS "This action should be done sufficiently early in the term to permit correction of significant discrepancies prior to submission of census date enrollment reports and to allow time for preparing reasonably accurate final grade rosters"; and
- WHEREAS Many students cannot add classes needed for an orderly progression towards graduation because spaces are taken by students who ultimately drop classes; and
- WHEREAS Many students wait until the last minute to drop courses they do not intend to keep, thus preventing the faculty member from adding students on waiting lists; and
- WHEREAS Current practice allows students to stay in class two weeks before dropping without penalty; and
- WHEREAS Steadily increasing enrollments have increased student demand for available spaces in classes; and
- WHEREAS The Office of Admissions and Records processed 54,900 adds and 23,999 drops for a total of 78,899 transactions during the Fall, 1987 semester, which equates to 2.51 average adds per student and 1.10 average drop per students; and
- WHEREAS Effective enrollment management requires timely knowledge of numbers of seats available by section; therefore be it

- RESOLVED That current practices be changed to permit instructors to students who fail to attend the first scheduled class meeting; who fail to inform the instructor prior to the second class meeting of the reason for any absence and the intention to continue in class; and be it further
- RESOLVED That the Office of Admissions and Records supply all departments with updated class rosters for each class on every Tuesday during the Change of Program (Add/Drop) period; and be it further
- RESOLVED That the implementation of this policy shall begin with the Spring Semester, 1988.

ACTION BY THE UNIVERSITY PRESIDENT:

*approved and Accepted as University Policy
effective Spring, 1988 Semester.*

Geil Fullerton

11/12/87