

A campus of The California State University

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S93-10

At its meeting of May 3, 1993, the Academic Senate approved the following Policy Recommendation presented by John Engell for the Instruction and Student Affairs Committee.

ONE WEEK DROP PERIOD/TWO WEEK ADD PERIOD

Supersedes F84-1, S83-3, S79-21.

Whereas, Fiscal constraints require enrollment practices that will promote the goals of the University and create appropriate efficiencies to ensure maximum access with high levels of instructional quality; and

Whereas, Many students cannot add classes needed for an orderly progression toward graduation because spaces are taken by other students who ultimately drop the classes in question, often waiting until the deadline to drop courses, thus preventing the faculty member from adding students on waiting lists; and

Whereas, Students who add classes during the third week of instruction have reduced access to class material covered; and

Whereas, Faculty do not have sufficient information or time to manage class add/drop transactions to the advantage of all students; and

Whereas, The elimination of drop forms and the use of Touch-Tone to drop will provide a convenience for our students attempting to drop classes, and a courtesy to those students seeking to add classes; and

Whereas, Current practice allows students to stay in class two weeks before dropping without penalty; therefore be it

Resolved, That in each semester the free drop period shall end on the Friday of the first full week of instruction or, for those classes which meet only once a week, through the end of the second class period, and the free add period (and late registration) end on the Friday of the second full week of instruction;; and be it further

Resolved, That students shall use TOUCH-SJSU to drop classes through the Friday of the first full week of instruction or, for those classes which meet only once a week, through the end of the second class period; and be it further

Resolved, That faculty members may continue to drop students from class who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and the intention to continue in the class; and be it further

Resolved, That the implementation of this policy shall begin with the Fall Semester, 1993.

ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on May 13, 1993.