

S93-5 ENROLLMENT VERIFICATION PROCEDURES; DROP PERIOD; CENSUS DATE

Legislative History:

Supersedes F87-5.

At its meeting of March 15, 1993, the Academic Senate approved the following Policy Recommendation presented by John Engell for the Instruction and Student Affairs Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved as University Policy" J. Handel Evans, 3/18/92.

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, The resolution continued, "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, Effective enrollment management requires timely knowledge of numbers of seats available by section; 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 last minute to drop courses they do not intend to keep, thus preventing the faculty member from adding students on waiting lists; and

Whereas, Instructors are permitted to drop students 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; therefore be it

Resolved, That the Office of Admissions and Records supply all departments with updated class rosters

three times: before the first day of classes, by the third working day after the end of the student drop period, and by the third working day after the census date; and be it further

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