

Jan

1990-91  
ACADEMIC SENATE  
California State University, Sacramento

ADDENDUM

AGENDA

Thursday, February 14, 1991  
2:30 - 4:30 p.m.  
Forest Suite, University Union

AS 91-08/Ex. C.A.R., REDUCTION OF MAXIMUM UNITS TO 17

The Academic Senate endorses the following:

Beginning with the Fall Semester 1991, Computer Assisted Registration processing will limit students to a maximum of 17 units. If you request more than 17 units, the computer will automatically delete course requests at random to 17 units or less before attempting to schedule you for any classes. If you plan to enroll in more than 17 units, you will need to register for additional units during the add/drop period.

AS 91-09/Ex. MAJORS, DECLARING OR CHANGING

The Academic Senate endorses the revised procedures for "Declaring or Changing Your Major" (Addendum Attachment A), with amendments as follows:

- a. Amend the first section to provide an explanation of why students may be kept out of classes if they have an incorrect major code (e.g., "...If your declared major is incorrect your registration forms will be sent to the wrong department, and you may be kept out of classes in your major because some of the classes in it are coded to accept only majors in your field of choice. ...").
- b. Amend the "Differences for Some Majors" section: Include a section on impaction, informing students that enrollment in these programs is limited and that secondary criteria are used for admission to the majors. Within that section, identify that Nursing is a formally impacted program.

AS 91-10/AP, Ex. ~~WAR IN THE MIDDLE EAST, POLICY ON PROVISIONS FOR CSUS STUDENTS WHO ARE CALLED TO ACTIVE DUTY AS A RESULT OF THE~~ <sup>+ their spouses</sup>

The Academic Senate recommends the following policy on provisions for CSUS students who are called to active duty as a result of the war in the Middle East:

*and spouses*

The grading policy shall be revised to accommodate any student who is called to active duty during the semester and is, therefore, unable to complete his/her courses.

Specifically:

1. Faculty should assign a grade in the course (based on the work completed), or give early exams/final, or give an "I," or in some other way try to cooperate with the student.
2. If the student wishes to withdraw from a course or from the University, then he/she may do so without permission from any instructors.

Furthermore, if a student completely withdraws from the University, then "withdrew (and the date)" shall be posted to the student's transcript for that semester and the courses in which the student was enrolled shall not appear on the transcript.\*

3. If a student chooses to receive a grade of "I" for a course, then the "I" grade will remain "frozen" until the student re-enrolls at CSUS, and then the current policy will take effect.

In each of the above cases, the student will notify the Academic Advising Center and it will act on the student's behalf.

\*Note: This action is not provided for in Executive Order 268.

#### FIRST READING

AS 91-11/Ex. GRADUATE STUDIES AND RESEARCH AND SPONSORED PROJECTS, PROGRAMS AND FUNCTIONS OF OFFICES OF

[Responds to ad hoc Committee on Scholarship recommendation (Addendum Attachment B).]

Whereas, The Academic Senate is concerned about the proposed merger of the Office of Graduate Studies and the Office of Research and Sponsored Projects in relation to how the merger would provide adequate support for the continuation of current programs and functions; and, furthermore,

Whereas, The Academic Senate is concerned that a merger at this time and creation of a new position description may, de facto, define relative

priorities and policy direction for graduate programs and research and sponsored projects at CSU, Sacramento. Such definition, prior to completion of the task of the ad hoc Committee on Scholarship and subsequent Senate consideration of the ad hoc Committee's recommendations and adoption of a policy statement on scholarship at CSUS would be premature; therefore, be it

Resolved, The Academic Senate recommends that, if the offices are merged, priorities, functions and definitions of programs currently supported by the offices be maintained and that no permanent appointment to any newly created administrative position be made until the Senate has had the opportunity to act on the recommendations of the ad hoc Committee.

## MAXIMUM UNITS THROUGH C.A.R. REDUCED TO 17

Beginning with the Fall Semester 1991, Computer Assisted Registration processing will limit students to a maximum of 17 units. **If you request more than 17 units, the computer will automatically delete course requests at random to 17 units or less before attempting to schedule you for any classes.** If you plan to enroll in more than 17 units, you will need to register for the additional units during the add/drop period.

## DECLARING OR CHANGING YOUR MAJOR

The following are new procedures for declaring or changing your major; they will take effect for all undergraduate students on August 1, 1991.

You "declared" a major when you filled out your application to CSUS. Whatever major you wrote on your application remains in your record until you change it. To verify your major, compare the major code on your grade report, student C.A.R. class schedule, or schedule confirmation data form with the list of major codes in the back of the "Class Schedule" booklet. **If your declared major is incorrect your registration forms will be sent to the wrong department, and you may be kept out of classes in your major.** If you have questions about these procedures go to the Academic Advising Center, CTR 105.

### TO CHANGE MAJORS

For all majors except those listed below, if you need to change your major you should do so by **October 1, 1991** to take effect for Spring Semester 1992 or by **March 1, 1992** for Fall Semester 1992. To change your major complete a **Change of Data Form** at the Admissions and Records Service Counter in the CTR Lobby. It is possible to change majors after these deadlines and have the change take effect in time for Computer Assisted Registration by submitting the **Change of Data Form** to your major department (rather than Admissions and Records) by the C.A.R. deadline.

### DIFFERENCES FOR SOME MAJORS

Students who wish to declare majors in **Business Administration, Engineering and Computer Science, and Nursing** must obtain and submit forms to these departments instead of the Admissions and Records Service Counter. Students in these programs must also submit forms to change from "pre-major" to major status. Deadlines are the same as above, except for Nursing (see below).

**Communication Studies, Criminal Justice, Liberal Studies, Nursing, and Psychology** majors have earlier deadlines, corresponding to the early application filing deadlines for new students. Changes to these majors must be made August 31, 1991 to take effect for Spring Semester 1992 or by November 30, 1991 for Fall Semester 1992.



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

## DEPARTMENT OF COMMUNICATION STUDIES

To: Juanita Barrera, Chair  
Academic Senate

DATE: 2/13/91

SUBJECT: Meeting of  
2/6/91: Two Items

FROM: Dick Crable, Chair  
ad hoc Committee on Scholarship

(revised memo w/  
correction of B.  
Curry)

1. The Chair received a memo from Isabel Hernandez-Serna, President of the Sacramento Chapter of the AMAE. That memo is attached. The Committee voted to acknowledge the issue of ethnic diversity being raised, but to forward the memo to the Executive Committee.

2. Because certain members of the ad hoc Committee on Scholarship were present at the 2/6/91 morning meeting among Vice President Burger, others in the administration, and several campus committees, discussion of that meeting occurred. The Committee became extremely concerned about the relationship between the proposed reorganization within the University based on conceptions of research and scholarship (on the one hand) and the work begun by the ad hoc Committee (on the other). The Committee passed the following motion:

"The California State University-Sacramento ad hoc Committee on Scholarship urges the University Senate to ask that the proposed or begun reorganization and the creation of a position description (and search) be halted until the ad hoc Committee on Scholarship has had the opportunity to complete the charge recently given it and the Senate has had an opportunity to discuss the ad hoc Committee's recommendations."

In passing that motion, the Committee understands that such action would delay proposed changes by perhaps a year, but it feels strongly about the Committee's work preceding those changes.