

1992-93
ACADEMIC SENATE
California State University, Sacramento

AGENDA ADDENDUM
Thursday, March 25, 1993
Forest Suite, University Union
2:30-4:30 p.m.

AS 93-23/AP, Ex. ADD/DROP DEADLINES, REVISE

[Academic Policies Committee's rationale presented in Attachment C.]

Whereas, The current different catalog deadlines of two weeks for drops and three weeks for adds before filing formal petitions is confusing to students and faculty; and

Whereas, Compliance with any procedure is directly related to the relative simplicity of that procedure; and

Whereas, Implementation of the Student Information System (SIS Plus) and its Computer Access Student Phone Entry Registration (CASPER) telephone registration system will allow immediate telephone input of drops and adds to classroom seat inventories; and

Whereas, Departments may elect to override automatic telephone adding for selected classes with CASPER if necessary; therefore be it

Resolved: That the pertinent add/drop procedures be modified to include the following provisions:

by telephone

"Students may add or drop classes/~~without~~ formal petition during the first two weeks of class. Faculty may elect to override students ability to add courses during the first two weeks of instruction, according to their individual department procedures."

California State University, Sacramento
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Sacramento, California 95819

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Academic Senate Received
413

March 17, 1993

TO: Charlotte Cook, Chair
Academic Senate

FROM: Miguel P. Molina, Chair *MPM*
Academic Policies Committee

RE: Committee Recommendation for Contraction of the Add Period to
Coincide with the Drop Period Deadlines

Please accept this letter in summary of the Academic Policies Committee review and recommendations as they apply to both (a) the proposal for contraction of the drop period to coincide with the add period, (b) and the ability of students to add courses by telephone registration.

Initial discussion focused on the issue if the two deadlines coincide, students will be able to add without a petition after the last minute drops. The committee felt that the "petition to add after the deadline" process was adequate to meet this problem. One of the Committee Members, Mel Martin, has had the opportunity to see how other campuses utilizing the SIS+ system were dealing with just such issues. He noted that because of the immediate response of the system in terms of both updating both ^{additions} drops, and giving feedback on whether or not a student is allowed to add the course, that the number of "late" adds or drops lowered significantly for all the campuses. Thus, the committee felt the number of these would likely also be low on our campus, and that the "Petitions" would still be effective in helping those late adds.

Second, in review of whether the new system circumvents permission of the instructor, the Committee felt otherwise. The key to the process, is the instructors ability to "flag" at any point in the registration process, their request that a student may add not by phone, but by instructor permission only. Flag meaning alerting either the Admissions Office before the "Initial Registration process" begins, or their individual departments either before or after the "Late Registration process", including within the first two weeks of the add process. So the Committee

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was still in support of having the add and drop deadlines coincide, and with the help of Mel Martin, have discussed and adopted the enclosed proposal for your review.

Please note that due to the implementation deadlines of the SIS+ system, any expediency on behalf of the Executive Committee of the Academic Senate (for Action of Adoption or Denial) would be appreciated. Thank you once again for the opportunity to review these urgent issues.