



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs
Approved By: Academic Senate
November 15, 2016

Policy Number: SP 16-01
Effective Date: Fall 2017
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Add Policy

POLICY #: SP 16-01

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PURPOSE: Update policy to remove approval signatures from program chair and Vice President for Academic Affairs during week four of the semester, in courses taught in traditional 16-week semester; extend policy to semesters of different lengths. The additional signatures place undue burden on both students and program chairs. Requiring only instructor approval will also facilitate students finalizing their schedules by the deadline.

For courses on a 16-week schedule, 20% and 80% of the instructional time correspond to the ends of the 3rd week and the 12th week of classes, respectively. For courses on a 10-week schedule, 20% and 80% of the instructional time correspond to the ends of the 2nd week and the 8th week of classes, respectively. For courses on an 8-week or other length schedules, 20% and 80% of the instructional time will be calculated using actual days of instruction by the office(s) publishing the calendar.

BACKGROUND:

Replaces SP 13-03.

Under SP13-03 students needed to obtain both instructor and program chair signatures to add a class during the fourth week of a 16-week semester. In practice, Records and Registration has not been requiring a signature from the Vice President for Academic Affairs. Arts & Sciences chairs were consulted and agreed that obtaining chair signature places an undue burden on the students and chairs.

POLICY:

Accountability:

Records and Registration

Applicability:

All CSU Channel Islands students.

Definition(s):

Text:

Within the first three weeks of a typical 16-week semester, or within the first 20% of an alternate length semester, students may request permission numbers from the instructor to add a course.



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Additions to a student's schedule requiring a Time Conflict form or Additional Unit Authorization require an administrative override.

During the fourth week of instructional time, or between 21-27% of an alternate length semester, a student may request permission to add a class with the written approval of the instructor, as indicated by his/her signature on the appropriate form.

Students are not permitted to add a class beyond the fourth week of instructional time of a 16-week semester, or after the first 27% of an alternate length semester. Exceptions may be made only in cases of extenuating circumstances outside of the student's control and when the student has been attending the course and is current with all coursework. In this case, written approval by the instructor, the program chair, and the dean (or designee) will be required.

EXHIBIT(S):