



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

**Division of Academic Affairs**  
**Approved By:** Academic Senate  
March 12, 2019

**Policy Number:** SP 18-01  
**Effective Date:** Fall 2019  
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## Add Policy

**PURPOSE:** Move the deadline to add a class from the end of week four (4) to the end of week three (3). This would remove the need for a paper Add Form and utilize permission numbers only during the first three weeks. The change will finalize class rosters sooner and prevent students from attending a significant portion of the class without official enrollment (e.g. students who have been disenrolled for non-payment). Closing registration at the end of week three will allow time to review any enrollment errors or exceptions before census reporting to the Chancellor's office, ensuring campus enrollment numbers are accurate. Additionally, this updated policy will define extenuating circumstances for any exceptions to the deadline and clarify that adding during this period is at instructor discretion.

**BACKGROUND:** Replaces SP 16-01

### **Definition(s):**

For courses on a 16-week schedule, 20% and 80% of the instructional time correspond to the ends of the 3<sup>rd</sup> week and the 12<sup>th</sup> week of classes, respectively. For courses on a 10-week schedule, 20% and 80% of the instructional time correspond to the ends of the 2<sup>nd</sup> week and the 8<sup>th</sup> 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.

### **POLICY:**

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. Permission to add during this time is at the instructor's discretion.

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

Students are not permitted to add a class beyond the third week of instructional time of a 16-week semester, or after the first 20% 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. The student must provide documentation as to the extenuating circumstance and obtain written approval by the instructor and the program chair.



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Extenuating circumstance is defined as verified accident, illness, university error, or other circumstance beyond the student's control.

**Applicability:**

All CSU Channel Islands students

**EXHIBIT(S):**