

1 Notes from APC:  
2

3 **Informed consent** : The approved site database cannot be updated every time a student finds a new  
4 place. OCSL does not have the resources to perform risk assessments for many new organizations  
5 each semester. OCSL also wants to build relationships with the agencies.

6 The Web site info has been added to the document:

7 [http://www.csusm.edu/ocsl/Informed%20Consent%20%20OCSL%20EMO%209%2021%2006%20\(2\)](http://www.csusm.edu/ocsl/Informed%20Consent%20%20OCSL%20EMO%209%2021%2006%20(2).pdf)  
8 [.pdf](http://www.csusm.edu/ocsl/Informed%20Consent%20%20OCSL%20EMO%209%2021%2006%20(2).pdf)  
9

10 **Transcript:** We cannot simply take information from the course schedule to annotate student  
11 transcripts since not all students taking a course with a service learning component would have done  
12 service learning. "Service Scholars Program" proposal has been referred to UCC to give recognition  
13 to those students who have done a certain amount of service learning.

14  
**Definition** This policy defines a Community Service Learning (CSL) course, and provides a procedure for recognizing existing courses

**Authority** President of CSU San Marcos.

**Scope** The curriculum of CSU San Marcos.

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16 I. POLICY

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18 Community Service Learning (CSL) is a structured learning experience within an academic course.  
19 The service work is directed toward the achievement of course learning objectives and also toward  
20 making meaningful contributions to the areas of need identified by the community being served.

21  
22 The service activity is used to clarify, illustrate, challenge, or stimulate additional thought about the  
23 topics covered in the classroom. Structured written and/or oral reflection ties the service experiences  
24 to the academic content of the course and also provides students with the opportunity to develop or  
25 strengthen their awareness of the relationship between the course material and societal needs, a service  
26 ethic, and their role as citizens.

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28 The community service could take on a variety of forms. Examples include the following:

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- 31 • Direct service to people in need
  - 32 • Policy analysis
  - 33 • Community outreach and education
  - 34 • Program assessment and improvement of community resources
  - 35 • Organization for action on social, health, safety, or environmental issues

36  
37 The service activity should correspond with and must be appropriate to the student's level of academic  
38 preparation. Activities must take place only at sites approved by the instructor and under contract with  
39 the University in accordance with University risk management procedures. An "Informed Consent"  
40 must be completed when a non-CSUSM-approved site is selected and should only be considered by  
41 the instructor under extraordinary and compelling circumstances. It is available at :

42 [http://www.csusm.edu/ocsl/Informed%20Consent%20%20OCSL%20EMO%209%2021%2006%20\(2\).pdf](http://www.csusm.edu/ocsl/Informed%20Consent%20%20OCSL%20EMO%209%2021%2006%20(2).pdf)

A Community Service Learning course includes:

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- Explicit learning objectives and explanation in the syllabus of the role of the service experience in attaining those objectives;
- Preparation in class for the service activity to increase the student’s understanding of the community context that the student will be entering, needs and issues they may encounter, standards of conduct expected of them, etc.;
- Ongoing, structured, critical reflection with regular instructor feedback that ties the community experience with the academic course content, thus enhancing both; and
- Evaluation that is based on the quality of the student’s learning - not just the completion of certain hours of service - and a grading weight that is proportionate to the community service learning component of the course.

The time allotted to the community service learning portion of the course includes the preparation and analysis time and the time for written and oral reflection as well as the actual time spent in the community. While, typically, the largest portion of time in community service learning would be in the service activity, time allotted for ongoing critical reflection should be substantial as well.

The criterion used to determine whether the community service learning makes enough of a contribution to the achievement of course objective for the course to qualify for designation as a Community Service Learning course is that at least 15% of the student’s grades will be based on the community service learning portion of the course. It is suggested that the service consist of at least 20 hours of direct, academically-relevant community service.

All courses and/or sections meeting the definition above must be identified as such in the class schedule so that students can enroll in courses knowing in advance of this expectation.

## II. PROCEDURES

- A. If all sections of an existing course will meet the definition given above, then the department chair (or program director, or associate dean) must submit a brief memo to that effect to the Catalog and Curriculum Coordinator in the Curriculum and Scheduling Office so that the course can be so coded at the course level. (Then all sections subsequently created sections will automatically be identified as Community Service Learning section in the class schedule.)
- B. If some, but not all, sections of a course will meet the definition, then department chair, program director or associate dean must identify those sections to the Office of Community Service Learning (OCSL). OCSL will consolidate the requests to have sections identified as Community Service Learning sections and relay this information to the Academic Scheduler in the Curriculum and Scheduling Office so that these sections are properly identified in the class schedule.
  1. If a Community Service Learning section is identified to the Academic Scheduler in time for the section to appear as such in the class schedule prior to any students registering for the section, then no further action is necessary.
  2. In the event that a faculty member receives a class assignment or reaches the decision to employ Community Service Learning pedagogy after some students have already registered into the section, it may still be identified as a Community Service Learning section, but the instructor must offer students the opportunity to replace participation in the Community Service Learning component with alternative coursework (e.g., additional reading and writing assignments).

<< Section III was removed since it was neither a policy nor a procedure >>

1 **APC Resolution Regarding Advanced Placement Credit**

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3 WHEREAS, The original Advanced Placement Credit policy of 1995 awarded a uniform 6 semester units of  
4 university credit for every AP score of 3 or better, although American Council in Education (ACE) guidelines and  
5 Executive Order 365 recommend fewer units for some exams, and it did not provide guidance on the use of  
6 Advanced Placement credit in General Education; and

7  
8 WHEREAS, A revision developed by the Admissions Office and brought to the Academic Senate by the Academic  
9 Planning and Policy (APP) Committee in AY 2000-01 was returned to the Academic Senate for revision by the  
10 University administration; and

11  
12 WHEREAS, Several new Advanced Placement examinations have been developed since the last AP policy was  
13 approved; and

14  
15 WHEREAS, The increasing number of Advanced Placement examinations being submitted by incoming students  
16 for credit highlights the need for an up-to-date policy; and

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18 WHEREAS, the General Education Committee completed a comprehensive review of Advanced Placement in Fall  
19 2006; and

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21 WHEREAS, in AY 2006-07 and in Fall 2007, the Academic Policy Committee has reviewed Advanced Placement  
22 syllabi, surveyed Advanced Placement practices at other CSU campuses and AP offerings at several local high  
23 schools, and consulted Chancellor's Office documents pertaining to Advanced Placement and the most recent ACE  
24 recommendations; now, therefore be it

25  
26 RESOLVED, That the Academic Senate endorse the proposed Policy and Procedures governing Advanced  
27 Placement Credit.

28  
**Definition** This policy governs the awarding of credit to students who have taken Advanced  
Placement examinations.

**Authority**

- o Executive Order 365 (Systemwide Credit by Evaluation)
- o Executive Order 665 (Determination of Competence in English and Mathematics)
- o Chancellor's Office Memorandum of September 25, 1997 (Inclusion of Advanced Placement Examinations in General Education-Breadth Certification)

**Scope** The curriculum of CSU San Marcos.

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30 **Policy:**

31 I. EXECUTIVE SUMMARY

32  
33 California State University San Marcos awards graduation credit to students who have received a score of  
34 3, 4, or 5 on a College Board Advanced Placement (AP) examination in accordance with CSU Executive  
35 Order 365 (Systemwide Credit by Evaluation), and as described below.

36  
37 When a student receives a score of 3, 4 or 5 on an AP examination<sup>1</sup>, s/he

38 • Receives credit toward graduation which is recorded on the student's transcript,  
39 and, depending on the course, s/he may also

- 40 • Satisfy certain requirements for a major or minor,  
41 • Satisfy prerequisite requirements for a more advanced course,  
42 • May be exempt from certain placement examinations, and

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<sup>1</sup> For simplicity, the policy refers throughout to Advanced Placement *examinations*, but in Studio Art, students submit portfolios of completed work in place of sitting for an examination. The Studio Art portfolios are scored on the same scale as the examinations.

- 43 • Satisfy certain General Education and other general graduation requirements.  
 44 When a student passes an AP exam (i.e., receives a score of 3, 4 or 5), s/he may not also receive graduation  
 45 credit for taking a course articulated with the AP exam, or a course which is a prerequisite thereto.  
 46

47 II. GRADUATION CREDIT.

48 Students receive either 3 or 6 units of credit toward graduation as described in the table below. Generally, 3  
 49 units of credit are awarded for passing AP exams corresponding to courses described by College Board as  
 50 the equivalent of one-semester college courses and 6 units of credit for passing AP exams corresponding to  
 51 courses described by College Board as equivalent to year-long courses with reductions in awarded credit  
 52 when students successfully pass overlapping AP exams with scores of 3 or higher.  
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AP Examination passed with a score of 3, 4, or 5	Units of Graduation Credit
Art History	6
Biology	6
Calculus AB	3 (but 0 if the Calculus BC exam is also passed)
Calculus BC	6
Chemistry	6
Chinese Language & Culture	6
Computer Science A	3 (but 0 if the Computer Science AB exam is also passed)
Computer Science AB	6
Economics: Macro	3
Economics: Micro	3
English Language and Composition	6
English Literature and Composition	6
Environmental Science	3
European History	6
French Language	6
French Literature	6
German Language	6
Government and Politics: Comparative	3
Government and Politics: United States	3
Human Geography	3
Italian Language & Culture	6
Japanese Language & Culture	6
Latin Literature	6
Latin: Vergil	6
Music Theory	6
Physics B	6 (but 3 if one Physics C exam is passed, and 0 if both Physics C exams are passed)
Physics C: Mechanics	3
Physics C: Electricity and Magnetism	3
Psychology	3
Spanish Language	6
Spanish Literature	6
Statistics	3
Studio Art – Drawing Portfolio	3
Studio Art – 2-D Design Portfolio	3
Studio Art – 3-D Design Portfolio	3
United States History	6
World History	6

55 III. APPLICATION TOWARD SPECIFIC REQUIREMENTS  
 56

- Every AP exam will be articulated with CSUSM courses (to the extent possible) in a manner similar to articulation of courses taken at another institution for the purpose of satisfying the requirements for a major or minor. The College Board Course Descriptions will form the basis of these articulation “agreements.”
- The articulation agreements may differentiate between the different AP score levels and assign different course articulations to different scores.
- The course(s) articulated with a level of performance on an AP exam may have a different number of total units than the units of graduation credit as described in the preceding table.
  - If more units are awarded for successful completion of an AP exam than for the articulated course, then the excess units are “free elective” units which can be applied to the minimum number (usually, 120) of units required for a bachelor’s degree.
  - If fewer units are awarded for successful completion of an AP exam than for the articulated course, then the student need not make up the difference provided that s/he still meets the minimum unit requirements for a bachelor’s degree and for the number of units in the major exclusive of units used to meet General Education requirements.
- A student may not receive graduation credit for subsequently taking a course which is articulated with the AP credit that s/he has received, nor for a course which is a prerequisite to such a course.

IV. PLACEMENT EXAMINATION EXEMPTIONS

Students receiving a score of 3, 4 or 5 on either the English Language and Composition or the English Literature and Composition AP examinations are exempt from the requirement of taking the CSU English Placement Test (EPT).

Students receiving a score of 3, 4 or 5 on either the Calculus AB, Calculus BC, or Statistics AP examinations are exempt from the requirement of taking the CSU Entry Level Mathematics (ELM) Examination.

V. USE IN GENERAL EDUCATION AND OTHER GENERAL GRADUATION REQUIREMENTS

The General Education Committee shall determine which General Education requirements – if any – are satisfied by sufficiently high scores on AP exams.

The General Education Committee shall determine which of the other specific graduation requirements over which it has jurisdiction (the U.S. History, Constitution and American Ideals Requirement, the Language Other Than English Requirement, the Computer Competency Requirement, and the Graduate Writing Assessment Requirement) – if any – are satisfied by sufficiently high scores on AP exams.

**Procedures:**

I. IMPLEMENTATION

If approved in the 2007-2008 Academic Year,

- Graduation credit will be awarded as in Section II of the Policy for all AP exams taken July 1, 2008 or later;
- AP credit for exams taken prior to July 1, 2008 will continue to be awarded as currently posted on the Undergraduate Advising Services website ([http://www.csusm.edu/Academic\\_Advising/ap/index.htm](http://www.csusm.edu/Academic_Advising/ap/index.htm)); and
- New course articulations take effect as they are received from academic departments by the campus Articulation Coordinator (See Section III of the policy).

II. RECORDING OF CREDIT

Credit earned by examination will be identified as such on the student’s permanent record. The name of the examination and the score earned will be included as well.

*UCC review of the new option for the Bachelor of Science in Business Administration: Management Information Systems (MIS).*

UCC has reviewed the new MIS option which was proposed by the College of Business Administration. The new option will replace one part (the information system part) of the current High Technology Management option (HTM). One of the reasons for this change is that the current option is a special construction (combining management information systems and operations management) which confused students and their potential employers. Because the new option emerges from an existing option only two new courses had to be developed for the proposed option. The new courses are:

- MIS435:** Internet Applications in Business. Here a C-Form has been submitted, but the course has been already offered as HTM484. The title and course descriptions have been changed to clarify the distinction between this course and CIS444.
- MIS440:** Electronic Commerce.

All other course changes were purely prefix or number changes which reflect that these courses are now part of a new option (MIS).

UCC has finished its review and we think that the proposed new option is a good change to the curriculum offered by the College of Business Administration. This change will provide students with a better choice and aligns the curriculum of the California State University San Marcos with the curriculum at other California State campuses. UCC has asked the originator to distinguish the newly proposed option from the CIS (Computer Information Systems) option in the Department of Computer Science. The UCC came to the conclusion that the originator has made this distinction as clear as possible and UCC would like to thank Prof. Sheldon Lou for his willingness to reformulate the catalog and course descriptions. We also would like to thank the Department of Computer Science for its valuable feedback. UCC supports the proposal unanimously.

**BLP Review of Proposed Option in Management Information Systems**

**Background:** The department of Information Systems and Operations Management (ISOM), formerly known as High Technology Management (HTM), consists of two main disciplines: Information Systems (IS) and Operations Management (OM). Currently, the department is offering one option which offers a combination of courses in both IS and OM areas. Last year the department was reorganized to better reflect its specialized areas, and as a result the name was changed to ISOM. With the new structure it now makes more sense to offer two separate options, each focusing on one of the two disciplines. This proposal is for the Information Systems portion.

**Program Demand:** The MIS proposal is essentially a name change of the current HTM option to better reflect the nature of the courses offered. Some students may choose the Operations Management emphasis which is proposed as the Global Supply Chain Management option. The proposers estimated about 30% will choose Supply Chain; therefore 70%, or over 100 students, will choose the Management Information Systems option. Additionally, with the name change to better reflect the content, more students are expected to be attracted to the option.

**Resource Implications:** Only one new course (Electronic Commerce: Applications and Strategies) is put forward in the MIS proposal. Therefore they do not expect any increase in library support. The proposers have discussed the matter with the business librarian, Ann Fiegen, and subsequently sent her relevant material to help her better understand the needs.

Since Summer 2007, IITS has been in discussions with CoBA for technology build out expenses for Markstein Hall room 303. The technology expenses for room 303 would include the cost of two servers and 31 desktop computers. The estimate is \$59,000, primarily covered by group II money. Additionally IITS will need to administer a virtual networking lab that allows students to program routers and switches plus other networking labs. IITS would need .25 of a staff person which is approximately \$15000/year. Once the lab is installed there needs to be a request to ensure the technology is refreshed on a three year cycle. For instance if this lab was installed in 2008, there would need to be a request to add permanent funding to the refresh program for the amount of \$20,650 starting in 2011. We understand that MIS might not be the only user of this room but the IT costs are fixed.

BLP would like to express our appreciation to the originators of the proposal for their collegiality and their quick responses to our many questions throughout the review process.

**Proposed catalog description for the  
Option in Management Information Systems (MIS)**

The Management Information Systems (MIS) option trains business-oriented, technically proficient professionals for managing and building management information systems. Students will learn how to define organizational information requirements and use information technologies to meet them. They will also learn how to lead and manage information systems projects, especially those related to Internet applications. The major themes of the option include fundamentals of information systems, system analysis and design, and database management. The option also addresses subjects such as networking and telecommunications, computer programming, and electronic commerce. These topics provide students with not only knowledge and skills essential for management information systems development but also a variety of career opportunities in areas such as consulting, financial services, high technology, manufacturing, retail and entrepreneurial ventures.

**Curriculum associated with Management Information Systems Option  
December 5, 2007**

Pre- fix	Num- ber	New Course #	Course/Program Title	Form	Type Action	Proposal Originator	Rec'd by Curr.& Sched.	C&S Sent to Senate	AS Sent to UCC	UCC Action	Action Date	
<b>New Courses appearing in Item 9 of the P Form</b>												
1	MIS	435	Business Web Programming	C	New	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
2	MIS	440	Electronic Commerce: Applications and Strategies	C	New	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
<b>Other Courses</b>												
1	HTM	304	MIS 304 Management Information Systems	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
2	HTM	411	MIS 411 Database Management Systems	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
3	HTM	425	MIS 425 Systems Analysis & Design	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
4	HTM	426	MIS 426 Telecommunications for Management	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
5	HTM	427	MIS 427 Multimedia in Business	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
6	HTM	429	MIS 329 Java Programming for Business Applications	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
7	HTM	430	MIS 430 Wireless Communications for Business	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
8	HTM	481	MIS 481 Selected Topics in High Technology Management - 1 unit	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
9	HTM	482	MIS 482 Selected Topics in High Technology Management - 2 units	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
10	HTM	483	MIS 483 Selected Topics in High Technology Management - 3 units	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
11	HTM	484	MIS 484 Selected Topics in High Technology Management - 4 units	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
12	HTM	485	MIS 485 Selected Topics in High Technology Management with Lab	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	
13	HTM	498	MIS 498 Independent Study in High Technology Management	C-2	Change	Yi Sun	4/18/07	8/23/07	8/23/07	Approved	11/26/07	

**List of courses****Foundations of Business Courses (10 units)**

BUS 302	Foundations of Business Environments	2 units
BUS 304	Data Analysis	4 units
MGMT 302*	Foundations of Management	2 units
MKTG 302*	Foundations of Marketing	2 units

\*Equivalent 4-unit courses can be substituted for these 2-unit courses with 2 units applied toward MIS electives. However, only 4 excess units can be counted as MIS electives.

**MIS Core Courses (16 units)**

MIS 304	Management Information Systems	4 units
FIN 304	Introduction to Corporate Finance	4 units
OM 305	Operations Management	4 units
MIS 411	Database Management	4 units

**MIS Elective Courses (20 units)**

MIS 425	System Analysis and Design	4 units
MIS 426	Telecommunications for Management	4 units
MIS 427	Multimedia in business	4 units
MIS 329	Java Programming Language	4 units
MIS 430	Wireless Communications	4 units
MIS 435	Business Web Programming	4 units
MIS 440	Electronic Commerce	4 units
OM 406	Decision Models	4 units
MIS 481-5	Selected Topics	1-4 units
MIS 498	Independent Study	1-4 units

A minimum of 16 units must be selected from MIS electives (units outside of MIS may be substituted with prior approval from CoBA). The remaining 4 units can be taken from electives in ACCT, FIN, GBM, GSCM, MKTG, or MGMT. No more than 4 units from the ACCT, FIN, GBM, GSCM, MKTG, or MGMT core can be counted as elective credit for MIS.

*Students in MIS option can not take ACCT 308 for credit.*

**Capstone (4 units)**

BUS 444	Strategic Management	4 units
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**Senior Experience (5 units)**

BUS 492	Problem Assessment	1 units
BUS 493	Problem Analysis	4 units



### New Course Descriptions:

MIS 435 – Business Web Programming (4 units) (This course will replace topics course HTM 484G.)

Examines the infrastructure of Electronic Commerce (EC) and the technologies that are used to implement online business activities. The course teaches students how to build dynamic and database-enabled internet applications using popular Web programming languages. Areas covered include the fundamentals of Web programming and client-server solutions.

MIS 440 – Electronic Commerce: Applications and Strategies (4 units)

Examines the current status and emerging trends of Electronic Commerce, including the policies, strategies, technologies, and its impact on traditional business. The course teaches students the basic technology components for the most important forms of Ecommerce (i.e. B2C, B2B, C2C, and mobile commerce, et al), strategies and profit analysis of a typical online storefront, and the resolutions of channel coordination between online and offline selling. Students will also learn the scope of public policies on Ecommerce activities.

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3

4 **III. ELIGIBILITY**

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6 | A full-time -faculty unit employee shall be eligible for sabbatical leave if  
7

- 8 1. S/he has served full-time for six (6) years at CSU, San Marcos in the preceding seven (7)  
9 year period prior to the leave; and  
10  
11 2. S/he has served full-time at least six (6) years after any previous sabbatical leave or  
12 difference in pay leave<sup>1</sup>.  
13

14 **Note:**

- 15 A. Credit granted towards completion of the probationary period for service  
16 elsewhere shall also apply towards fulfilling the eligibility requirements for  
17 sabbatical.  
18  
19 B. A leave of absence without pay or service on an academic administrative appointment  
20 excluded from the bargaining unit shall not constitute a break in service for eligibility  
21 requirements.  
22  
23 C. For tenure track faculty, final approval of a sabbatical leave is contingent upon having  
24 earned tenure.

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<sup>1</sup>Difference in Pay Leaves. Academic employees who have completed at least six consecutive academic years of service may be granted a leave of absence for one or more semesters not exceeding one year, with compensation equal to the difference in salary between that received by the person on leave and minimum salary of the instructor rank.

1 WHEREAS, APP 126-96 Add/Drop and Withdrawal Policy, approved by the Academic Senate  
2 on April 7, 2000, is outdated and needed revision; and

3  
4 WHEREAS, APC Resolution 297-05, "Change to Add/Drop and Withdrawal Policy," approved  
5 by the Senate in the spring of 2006 stated:

6  
7 ***Adding Courses***

8 Beginning with the first day of the academic term, students must use a Schedule  
9 Adjustment Form (available on the Enrollment Services website or Cougar  
10 Central) to add a class. The Schedule Adjustment Form, with the instructor's  
11 signature (or that of the instructor's designee), must be submitted to Cougar  
12 Central on or before the add/drop deadline for timely processing. Beyond the  
13 published add/drop deadline, students may petition for late enrollment; if  
14 approved, a late fee will be assessed. Adds beyond the University census date  
15 are normally not considered. The petition for late enrollment (adding courses  
16 after the add/drop deadline) is available on the Enrollment Services website or  
17 at Cougar Central.

18  
19 but was not approved by the administration due to the fact that it was not in the formal policy  
20 format; now, therefore, be it

21  
22 RESOLVED, That the Academic Senate endorse the proposed Policy and Procedures governing  
23 adds and drops prior to the published deadlines.

24  
25  
**Definition** This policy governs the add/drop policy on or after the first day of  
instruction but prior to the published deadline.

**Authority** Executive Order 792 (Grading Symbols, Assignment of Grades,  
and Grade Appeals)

**Scope** The enrollment of new and continuing students at CSU San  
Marcos.

26 I. EXECUTIVE SUMMARY

27  
28 California State University San Marcos requires instructor permission for adds beginning  
29 with the first day of instruction. Students are required to complete a form, secure  
30 instructor permission, and hand deliver to Cougar Central for processing prior to the last  
31 day of the add/drop period.

32  
33 II. PROCEDURE/APPLICATION

34  
35 Adds:

- 36 a. Beginning with the first day of instruction, student must secure instructor signature of  
37 approval for add on the Schedule Adjustment Form.

- 38 b. The Schedule Adjustment Form may be picked up at any of the advising offices or  
39 Cougar Central; may be downloaded and printed from the Registration and Records  
40 website.  
41 c. The Schedule Adjustment Form, with the instructor's signature (or that of the  
42 instructor's designee), must be submitted to Cougar Central, on or before the add/drop  
43 deadline for timely processing.  
44

45 Drops:

- 46 a. Student may use the on-line registration system to drop courses through the end of the  
47 add/drop deadline which will immediately make available space in the course.  
48 b. Course is completely removed from students' record.  
49 c. Student dropping all courses, resulting in no enrollment for the term, must consult  
50 with Cougar Central for more information.  
51

52 Beyond the published add/drop deadline:

- 53 a. Student may petition for late enrollment where approval is required of the  
54 instructor and the Dean's office.  
55 b. The petition for late enrollment is available on the Enrollment Services  
56 website or at Cougar Central.  
57 c. Adds beyond the University census date are normally not considered.  
58 d. Student wishing to drop courses beyond the published deadline must comply with  
59 **XXXXXX**.  
60

61 III. PUBLICATION IN UNIVERSITY NOTICES  
62

63 Information will be updated, as follows:

- 64 a. The Curriculum and Scheduling Office will publish in the General Catalog and Class  
65 Schedule updated Add/Drop procedures;  
66 b. The CSUSM Enrollment Management Registration and Records website will be  
67 updated.

TITLE:

### **Retroactive Course Drops:**

Up to one year after the end of the academic term, under extraordinary circumstances, students may petition for retroactive dropping of any or all courses attempted during the academic term, as detailed below. Given approval, the grade of “W” will appear on the student’s transcript for the course(s) addressed by the petition.

### **University Withdrawal:**

To minimize possible financial penalties, students who wish to drop all classes at any point in the academic term (without adding others for the same term) must also officially withdraw from the University. During the academic term, permission to drop all classes must be sought according to the deadlines, requirements and procedures detailed below. Where such permission is not granted, students who withdraw from the University will receive grades other than “W” for all classes attempted during the term. Grades will be determined on the basis of coursework completed during the term.

In addition, students must submit a completed University Withdrawal Form to the Office of Registration and Records. (Forms are available at the Enrollment Services Information Center and the Office of the Vice President for Student Affairs and Dean of Students.) To obtain approval for the University Withdrawal, students must obtain a series of clearances from various University offices, independent of permission to drop all classes. Details of the University Withdrawal process are outlined on the University Withdrawal Form.

In extraordinary circumstances (including but not limited to serious illness, family emergency, call-up for military service, and other circumstances beyond the student’s control), students may petition for retroactive University Withdrawal. Permission to drop all classes retroactively must be obtained according to the procedures outlined in the final row of the chart (below), and a completed University Withdrawal form must also be submitted. Details of the retroactive University Withdrawal process are outlined on the University Withdrawal Form.

<b>Procedures for Dropping Courses</b>	
<b>Deadlines*</b>	<b>Requirements and Procedures</b>
On or before the Add/Drop deadline: end of the second week of semester (end of approximately 10% of the academic term).	<ul style="list-style-type: none"><li>• Student may use the SMART system or submit a Schedule Adjustment Form to the Enrollment Services Information Center.</li><li>• No record of the course appears on student records.</li><li>• No signature approval required.</li></ul>
After the Add/Drop deadline, and on or before mid-term (end of the eighth week of the semester or approximately 50% of the academic term).	<ul style="list-style-type: none"><li>• Dean of the College offering the course (or designee) must sign the Schedule Adjustment Form.</li><li>• Student must present serious reason(s) for dropping the course. Inadequate academic preparation for the course is sufficient justification.</li><li>• Given approval, grade of “W” appears on student records.</li><li>• After obtaining signature approval, student must submit a completed Schedule Adjustment Form to the Enrollment Services Information Center.</li></ul>
After mid-term, and on or before the last day of the twelfth week of the semester (end of approximately 75% of the academic term).	<ul style="list-style-type: none"><li>• Dean of the College offering the course (or designee) must sign the Schedule Adjustment Form.</li><li>• Student must present serious and compelling reasons for dropping the course. Inadequate academic preparation for the course is no longer sufficient justification for the drop, unless compounded by other aggravating circumstances.</li><li>• Given approval, grade of “W” appears on student records.</li><li>• After obtaining signature approval, student must submit a</li></ul>

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	completed Schedule Adjustment Form to the Enrollment Services Information Center.
Beyond the last day of the twelfth week of the semester (beyond the end of approximately 75% of the academic term), until the deadline for instructor submission of grades.	<ul style="list-style-type: none"> <li>• Course Instructor and Dean of the College offering the course (or designee) must sign the Schedule Adjustment Form.</li> <li>• Student must demonstrate that the need to drop the course is due to circumstances beyond the student's control, as in cases of serious illness, accident, family emergency, etc., and that a grade of "I" (where acceptable to the instructor) is impractical, given these circumstances.</li> <li>• Given approval, grade of "W" appears on student records.</li> <li>• After obtaining signature approval, student must submit a completed Schedule Adjustment Form to the Enrollment Services Information Center.</li> </ul>
Up to one year after the end of the term.	<ul style="list-style-type: none"> <li>• Student may petition for retroactive dropping of single courses by following the procedures outlined in the preceding section of this chart.</li> <li>• Student may petition for retroactive dropping of all courses attempted during the term by submitting a written request to the Dean of Students.</li> <li>• In this petition, the student must present serious and compelling reasons for the retroactive drops.</li> <li>• The petition is reviewed by a committee consisting of the Dean of Students (or designee), the Dean of the College of the student's major (or designee; Arts and Sciences in the case of undeclared majors), and a faculty member from the Student Affairs Committee (SAC). (When this faculty member is unavailable, a replacement may be appointed on an ad hoc basis by the Dean of the College, from among the College faculty.)</li> <li>• Given approval by the review committee, the Dean of Students will sign off on the petition; grades of "W" will appear on student records for all courses attempted during the term.</li> </ul>

\*Deadlines are strictly enforced. Students wishing to petition for an exception to a deadline based on circumstances beyond their control may do so in writing on a petition form available in the Office of Registration and Records.