

Change to Add/Drop and Withdrawal Policy

WHEREAS, As of 12:01 a.m. on the first day of class, students may no longer add courses electronically via the SMART system; and

WHEREAS, Once the semester has begun, students must submit a Schedule Adjustment Form to the Enrollment Services Information Center that has been signed by the instructor (or the instructor's designee) in order to add a course; and

WHEREAS, The requirement that students must obtain such a signature allows faculty to control the enrollment of their sections once the semester is in progress; and

WHEREAS, Students who have obtained a properly signed Schedule Adjustment Form expect to be able to turn it in immediately to the Enrollment Services Information Center; and

WHEREAS, The APP Resolution on a Revised Add/Drop and Withdrawal Policy that was approved by the Academic Senate on April 5, 2000, and accepted by President Gonzalez on May 1, 2000, did not address, and left intact, an existing prohibition on adding of classes on the first day of the academic term;¹ now, therefore, be it

RESOLVED, That the Academic Senate of Cal State San Marcos amend the portion of the Add/Drop and Withdrawal Policy dealing with the addition of classes to read:

Adding Courses

Beginning with the first day of the academic term, students must use a Schedule Adjustment Form (available at the Enrollment Services Information Center) to add a class. The Schedule Adjustment Form, with the instructor's signature (or that of the instructor's designee), must be submitted to the Enrollment Services Information Center. Beyond the published add/drop deadline, students may add courses only with signature approval of the course instructor (or designee) and the Dean of the College offering the course (or designee); a late fee will be assessed. Adds beyond the University census date are normally not considered.

¹ From the 2004-2006 General Catalog (page74), under Add/Drop and Withdrawal Policy:

Adding Courses

There will be no adding of classes on the first day of the academic term. Students who wish to add classes may do so, using a Schedule Adjustment Form, beginning the second day of the term until the published add/drop deadline. The Schedule Adjustment Form, with the instructor's signature (or that of the instructor's designee), must be submitted to the Enrollment Services Information Center (where blank forms are available). Beyond the add/drop deadline, students may add courses only with signature approval of the course instructor and the Dean of the College offering the course (or designee); a late fee will be assessed. Adds beyond the University census date are normally not considered.