

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-007-189

Lengths of Add and Drop Periods in the Semester Calendar

Academic Affairs Committee

Date: 13 February 2019

Executive Committee  
Received and Forwarded

Date: 20 February 2019

Academic Senate

Date: 27 February 2019  
First Reading  
24 April 2019  
Second Reading

## **Background**

**Your Name:** Phyllis Nelson

**Your Email:** [prnelson@cpp.edu](mailto:prnelson@cpp.edu)

**Title of Referral:** Lengths of add and drop periods in the semester calendar

**Names and Titles of proponents:** Phyllis R. Nelson, Academic Senate Vice Chair

**Keywords:** add, drop, semester

**Is there a deadline by when this referral needs to be considered by the Academic Senate?:** Yes

**Deadline Date:** Mar 01, 2019

**Justification for deadline:** The committee's recommendations could result in an adjustment to the 2019-20 academic calendar and could affect registration for fall 2019.

**Background:** In the semester calendar, the lengths of the add and drop periods have been lengthened compared to those in the quarter calendar. Faculty have raised concerns about the appropriate length of the add period, since adding a student who has missed many classes poses a challenge both to the student and to the instructor to provide for the missed work. On the other hand, lengthening the drop period beyond the add period may leave unfilled seats in courses where otherwise additional students could have been served. Also, the Registrar's Office has historically experienced a significant additional workload due to requests to add students after the end of the (shorter) quarter calendar add period and would appreciate that these schedule accommodations could be made without their special intervention.

The purpose of this referral is to request that the Academic Affairs committee examine best practices for the lengths of the add and drop periods in the semester calendar and the associated procedures for accommodating requests for deviations such as late adds or drops. The desired result is a recommendation for practices appropriate at Cal Poly Pomona.

**Recommended Resources:** Provost, Registrar, VP for Student Affairs, AVP for Student Success, Deans, Associate Deans, Department Chairs, Faculty, and policies at other campuses.

**Attachment 1:**

<https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/454167887/aa001178sen.pdf>

**Discussion:**

It does appear that our Add/Drop period is too long compared to comparable CSUs. We considered that empty seats could be created by a too long drop period, meaning that students who drop in the third week could be leaving an empty seat. Students who add in the third week, may be at a significant disadvantage. We took a look at what other CSUs are doing and based our recommendation on that.

**What are other CSUs doing?**

CSUN- allows adding only during the first week without permission. To end of the third week with permission. Dropping can occur until the end of the third week. Week 4 adjustments can be made only by petition.

CSU- Fullerton- Gives students 2 weeks to add or drop classes. One more week by special petition.

CSU East Bay- One week without instructor permission, additional week with instructor permission and late fee.

Cal Poly SLO- can drop through the 8<sup>th</sup> day of instruction, need a permission number after the 4<sup>th</sup> day of instruction.

We considered special permission, but we have concerns about this being used in conjunction with our wait list. We also have attached a table of what the other CSUs are doing.

### **Recommendation**

The Academic Affairs committee recommends that the following policy be enacted:

The length of the add period will be 10 instructional days. Departments maintain the right to manage enrollment as necessary to ensure student success. Please note only Monday through Friday are considered instructional days.

The length of the drop period without receiving a W will be 10 instructional days. Students may still apply by special petition for a WX.

Late student adds will be considered by petition. Consent of instructor and department chair are required. Students should be advised to continue attending class during this petition process.