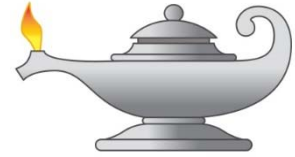




**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	11/14/2018
To:	Academic Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AA-007-189
Title of Referral:	Lengths of Add and Drop Periods in the Semester Calendar
Background:	See attached referral request form. Additional background provided by the Executive Committee: None.
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: None. For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	3/1/2019

Your Name: Phyllis Nelson

Your Email: 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>