



University Policy Statement

UPS 300.013 LATE ADD POLICY

The loss of FTEs to the University by late adds after census date* reduces both financial and instructional State support resources to the University. The late add policy is intended to minimize this effect and to define the process by which students can add courses after the census date*.

A. Definition

A “late add” is the addition of a class to a student’s schedule that occurs after the add/drop deadline (as published in the Registration Guide each semester).

B. Process

A petition form is available from the Admissions and Records office. It is the student’s responsibility to obtain the petition form, collect the required signatures from the faculty of record and the appropriate administrator(s), and then return the completed form to the Admissions and Records office for processing.

Faculty and/or administration are not compelled to approve late add petitions; rather, it is their prerogative whether to approve.

C. Exceptions

After census date*, only the following circumstances will be considered when processing late adds:

1. Classes that commence after census date (e.g., mini-courses, tutorials, independent study, and internships).
2. Schedule changes that show no gain in units (e.g., student enrolled in the wrong section of a course).
3. Student has been attending a class in which he/she is not enrolled due to an administrative error by faculty or staff or documented circumstances beyond the student’s control.

* Census date is the basis for the official enrollment that is recorded by the CSU Chancellor’s Office. Census is a count of the student enrollments on the twentieth day of instruction of the fall or spring semester, not including weekends or holidays. Enrollments define the level of funding support from the State in terms of the number of Full Time Equivalent Students (FTES) which is the number of students per 15 course units taken by undergraduate students and per 12 course units taken by graduate students.

EFFECTIVE DATE: November 10, 2016

Supersedes: UPS 300.013 dated 1-30-13
and ASD 12-159

Source: Academic Standards Committee