

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**F11-3, Policy Recommendation, Annual Review of Priority
Registration**

Legislative History:

Appends F09-1

At its meeting of November 14, 2011, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Instruction and Student Affairs Committee.

**Action by University President: Approved by President
Mohammad Qayoumi on 11/22/11**

**Policy Recommendation
Annual Review of Priority Registration**

Appends F09-1

Whereas The Student Success Committee needs the ability to stagger the length of time before a group would need to reapply for priority registration to distribute the workload of the committee, and

Whereas Requiring validation of a demonstrated need for priority registration helps ensure that priority registration works as an effective registering option for those students who need it; so be it

Resolved that

1. All groups receiving priority registration for the first time be granted a two year probationary period with a report due to the Student Success Committee in the spring of the first year.
2. All groups receiving priority registration shall file a (one page) summary report annually to include the number of priority registration slots used in the prior

academic year and the number being requested for the following year. It should also include a statement of how the criteria for granting priority registration have been met. This report will be due in March to the Student Success Committee.

3. The Student Success Committee reserves the right to revoke priority registration for any group that fails to show demonstrated need each year.

Approved: October 3, 2011

Vote: 14-0-0

Present: Bill Campsey, Yan Yin Choy, Victor Culatta, Jean-Luc Desalvo, Caroline Fee, Stacy Gleixner (Chair), Richard Kelley, Art King, Deanna Peck, Tanmay Sharma, Arlando Smith, Katrina Swanson, Sheryl Walters, Ken Wharton

Financial Impact: None

Workload Impact: Slight increase in workload to groups receiving priority registration, reduced workload to Student Success Committee by staggering proposals for renewal and by reviewing all cases briefly annually