

# **S93-7 ADDING CLASSES AFTER TOUCHTONE REGISTRATION AND ON THE FIRST DAY OF CLASSES**

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## **Legislative History:**

**At its meeting of April 5, 1993, the Academic Senate approved the following Policy Recommendation presented by John Engell for the Instruction and Student Affairs Committee.**

## **ACTION BY THE UNIVERSITY PRESIDENT:**

**"Approved as University Policy." Signed J. Handel Evans, April 12, 1993.**

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Whereas, There may not be sufficient class sections and seats to accommodate our students, and

Whereas, This lack of space can slow the progress toward graduation of many graduating seniors; and

Whereas, The paucity of classroom spaces after TouchTone registration is causing conflict among students who are struggling to complete a study program; and

Whereas, This lack of a policy to add classes can create unnecessary tension for both faculty and students; now therefore be it

Resolved, That when student demand for a class exceeds the space available, the following policy be adopted for adding classes, after TouchTone registration and on the first class meeting.

1. On the first class meeting, graduating seniors (defined as those who are scheduled to graduate at the close of the semester for which they are registering) who have met the prerequisites listed in the University catalog, shall have top priority for any available spaces.
2. At the first class meeting, students seeking to add the course should provide their San José University Graduation Worksheet showing that they are graduating seniors as defined above.
3. An impartial procedure (such as a lottery or any other method of random selection) shall be used to choose, from among the graduating seniors, those who will fill the available spaces.

4. This policy will take effect in Fall, 1993; and be it further

Resolved, That this policy be included in the next edition of the University catalog and be printed in the Schedule of Classes beginning Fall, 1993, and that the statement "On the first class meeting, graduating seniors who present the San José State University Graduation Worksheet shall be given priority for adding" be printed on Add/Drop forms beginning Fall, 1993.