

Faculty Outline of Enrollment Strategies – SF State Fall 2010

The University has implemented a number of strategies to facilitate graduation. Please use this outline to see key dates and procedures. Refer to the Bulletin <http://www.sfsu.edu/~bulletin/current/genpol.htm> or contact the Registrar's Office for additional information at records@sfsu.edu.

- **Drop Deadline** – The Academic Senate passed the withdrawal policy, effective fall 2009. Students have until the end of the second week of classes to drop classes. The drop deadline for fall 2010 is September 7, 2010. If a student misses this deadline, they must submit a petition for withdrawal to the instructor and chair and will receive a W grade. Instructors may also submit a W grade for a student on web grades at www.sfsu.edu/faculty.
- **Add Deadline** – Students are encouraged to add their classes by the end of the second week. However, exception adding is allowed until September 21, 2010, the end of the fourth week of instruction. If a student misses this deadline, they must get a signed ADD form with the Instructor and Dean's signatures. Enrollment after September 21, 2010 will not count towards official enrollment (FTE).
 - **Permit Add Deadlines** – Permit numbers are issued on the class roster www.sfsu.edu/faculty and are valid for two weeks. Initial permit numbers are valid from the first day of instruction until the end of the second week, August 24 – September 7. Faculty may allow students to add during the third and fourth week with an exception permit number that is valid from September 8 – September 21.
- **Limit on Units** – Eligible undergraduate students may not add more than 16 units until the fourth week of instruction with an Instructor approved Permit Number. Students can only add additional units beginning September 15-21, 2010.
- **Repeated Courses** – Beginning fall 2008, an undergraduate student who received a grade of C or higher may not repeat a course unless the course is approved in the Bulletin as repeatable for credit. Gator Reg has been programmed to restrict students from adding courses they have already repeated. Students cannot repeat a course that has a grade of 'I' (Incomplete) unless the 'I' grade has been converted to a grade.
- **Withdrawal Limit** – Beginning fall 2009, undergraduate students may withdraw from no more than 18 units of course work. This excludes total semester withdrawals and courses taken through the College of Extended Learning (CEL).
- **On-going Programs** – We will continue to restrict students in the following programs from enrolling in classes unless they meet with their advisor and are approved to register for classes:
 - **Administrative Disqualification** – Students on continuous probation/subject to disqualification for three or more semesters are not eligible to enroll in the fall 2010 semester. These students must improve their All College and/or SF State GPA in order to enroll in a subsequent semester. Departments may submit an appeal, with supporting documentation to the Registrar's Office for consideration.
 - **Academic Disqualification** – Students who have been on probation for less than three semesters and are now subject to disqualification must meet with their major advisor to be considered for reinstatement and be eligible to enroll in the fall semester.
 - **Mandatory Academic Probation (MAP)** – Undergraduate students placed on academic probation must get advising during the fall semester. Note: the College of Creative Arts has MAP for all of their majors during both the fall and spring terms.
 - **Super Seniors** – Students with more than 144 units must complete a Baccalaureate Degree Completion Plan during the spring semester and get approval by their major department and Undergraduate Advising to enroll in fall classes.
 - **Graduate Low-GPA** – Graduate students who are academically deficient must meet with their department advisor every semester through the Grad Low GPA program. Students will have a hold placed on their record and will not be allowed to enroll for the upcoming semester unless they meet with their advisor and are approved to register for classes.