

DEADLINE FOR ADDING CLASSES AND IMPLICATIONS OF ADDING CLASSES LATE

This Policy Statement was revised by the Academic Senate on September 25, 2025, and approved by the President on October 3, 2025.
(supersedes PS 75-02 and 85-05).

Students may continue to add classes via self-service registration for the first two weeks of classes in a regular semester of instruction (13% of non-standard sessions).

Students may add classes after the self-service registration deadline until the University Census date (27% of non-standard sessions) only with the written permission of the instructor and the Department Chair or Program Director.

Students may add classes after the University Census date or 27% of non-standard sessions only when there are documented extenuating circumstances, and with written permission of the (a) instructor, (b) Department Chair or Program Director, and (c) College Dean or designee. Documented extenuating circumstances do not mean that students are guaranteed late admission to class.

Students who add a class late remain subject to all regular University rules, including grading procedures, withdrawals, grade appeals, and policies on academic standing and course repeats. Instructors may require students who add a class at any point after the class's start date to make up for the work they have missed.

Effective: Fall 2026