M E M O R A N D U M

TO: Matt Hudelson, Executive Secretary
            Faculty Senate

FROM: Becky Bitter, Registrar's Office

FOR: Academic Affairs Committee

DATE: September 27, 2021

SUBJECT: Proposal to Revise Rule 66

This summer, leadership in the Provost's Office considered a proposal to extend the timeline that students have to add classes. The revision gives students two additional days over the weekend, moving the deadline from the first Friday of the fall and spring semesters to the first Sunday. The Faculty Senate Steering Committee approved the request to extend the timeline on a temporary basis for fall 2021.

The proposal was then sent to the Academic Affairs Committee which considered the request to extend the add timeline on a permanent basis. At its meeting on September 21, 2021, AAC approved the change presented below.

The advising community is fully supportive of this revision as it gives students additional time to make schedule adjustments and allows the waitlist process additional time to enroll students over the weekend. Beginning Monday of the second week of the semester, students would need permission from the instructor to enroll as is currently true.

This proposal is supported by the University Registrars campus wide, as well as by Saichi Oba, Vice Provost of Enrollment Management, and Bill Davis, Interim Vice Provost for Academic Engagement and Student Achievement.

66. ADDING A COURSE

Students may add course enrollments through the ~~fifth day~~ first Sunday of the fall and spring semesters. For summer session or shorter courses, a prorated schedule is followed and may be found at https://registrar.wsu.edu/deadlines-drop-withdrawal/. (NOTE: If the course is being added pass, fail the approval of the student's faculty advisor is also required.)

After the ~~fifth day~~ first Sunday of the fall and spring semesters, students may add course enrollments only with the permission of the instructor.

At this time, Faculty Senate review and approval is recommended, to be effective spring 2022.