MEMORANDUM

February 19, 2015

TO: Veronica Ogata
Faculty Senate Chair

FROM: Leon Richards
Chancellor

SUBJECT: Response to Faculty Senate Resolution 040314-3

This is in response to Resolution 040314-3, which states, “The Faculty Senate approved the recommendation that the campus create a new campus policy to limit the number of times a student can register for a course without restrictions to three times. A restriction takes effect after the student has remained registered for the course past the add/drop deadline and thus has prevented another student from registering. After three attempts the student can only register for the course after meeting with a counselor to discuss their academic goals, and then meeting with the instructor who determines the commitment of the student to passing the course. In addition, the (triple) repeat student can only register during the first week of instruction. This will allow students who really need the class to be able to register.”

Dr. Dawn Zoni, originally charged with drafting the response, consulted with Joanne Whitaker and Dr. Salvatore Lanzilotti, who deferred, citing unfamiliarity with the related academic and student affairs procedures. Dr. Zoni consulted with then Faculty Senate Chair Susan Dik and the original proposer, Dr. Maria Bautista. Dr. Zoni also researched repeat policies at other campuses. She and Dr. Louise Pagotto did further consultation with the staff who would be required to implement the procedures: Merrissa Brechtel, Jerilynn Enokawa and Susan Pope. Based on the collective wisdom and on the capacity of Banner to automate the procedures, Dr. Zoni and Dr. Pagotto drafted a policy, which was shared for feedback with Vice Chancellor for Student Affairs Brenda Ivelisse.

Two aspects of the Faculty Senate request could not be implemented given the current technology available: (1) limiting the policy only to those students who earned F or W grades and (2) allowing the “(triple) repeat” student to register only during the first week of instruction. Finally, the number of repeats has been limited to two, not three as requested by the Faculty Senate.