DATE: April 24, 2012

TO: The Academic Senate

FROM: The Committee on Instruction and Curriculum

SUBJECT: 11-12 CIC 15 revised: Reduction in Registration Limit Units

PURPOSE: Action by the Senate

ACTION REQUESTED: That the Academic Senate approve a revision to the maximum units for enrollment (17 first enrollment period, 17 maximum, except for graduating seniors and graduating graduate students, whose limits shall be 17 first enrollment period, 22 maximum during second enrollment period, effective beginning Summer Quarter 2012. To enroll in units exceeding the maximum after the second enrollment period, approval must be secured from the student’s major department advisor.

BACKGROUND INFORMATION: All CSU campus presidents received a set of action items from the CSU Executive Vice Chancellors, Ephraim Smith and Benjamin Quillian. The memo, dated March 13, 2012, directs the campuses to implement enrollment planning and management strategies to control enrollment growth and manage the current student population.

One of the mandates beginning in 2012-13 requires each campus to limit student enrollment to “a course load that enables the student to complete a degree or credential program in the ‘traditional’ time for completion. As instructional resources are rationed, campuses must continue to provide students with the opportunity to complete their baccalaureate degree in four years, their teaching credential in one year, and their master's degree in two years.” This limitation sets a ceiling that will generally provide sufficient opportunities for students to progress toward completion while allowing campuses “to control the distribution of their instructional resources.” These limits do not apply to students enrolled in special sessions (extension programs).

After consultation with faculty, staff and students, PEMSA recommends a first enrollment period limit of 17 units. During the second enrollment period and open enrollment times graduating seniors and graduating graduate students may enroll in a maximum of 22 units.

The memo permits exceptions to the default ceilings for students matriculated in programs requiring more than the traditional minimum units to degree. The administrative process to request units beyond the maximum for a student or group of students will remain the same as it is currently using Excel spreadsheets. However, because of the CSU definition for exceptions to the ceilings, all requests must state that the request is necessary to allow the student(s) to progress toward completion of their program in the traditional time for completion.
The changes required to update the catalog language follow:

**Maximum Units for Enrollment**

In MyCSUEB, students may enroll for a maximum of 17 units during the enrollment period. Graduating students (who have filed for graduation and have completed 150 or more units at the time registration appointments are set, in the case of an undergraduate; or, in the case of a graduate or doctoral student, have filed for graduation and/or been advanced to candidacy by the faculty of the graduate program) may add units during the second enrollment period and scheduled open enrollment times, when they will be permitted to enroll in up to the maximum of 22 units. Exceptions to exceed the maximum units may be made for students matriculated in programs requiring more than 180 units to degree or who require a higher unit load to graduate in the traditional time needed to complete their program.

To enroll in units exceeding the maximum allowable, approval must be secured from the student's major department advisor. The student's major department will notify Planning, Enrollment Management, and Student Affairs; and the student will then be permitted to add the additional units following the end of the second enrollment period before classes begin.

The normal academic load for full-time undergraduate students who expect to graduate by enrolling for three quarters per year for four years is 15-16 units per quarter. Because each classroom hour normally requires two hours of outside study per week, working students should carefully balance the time required for academic preparation with outside commitments.