TO: The Academic Senate
FROM: Committee on Instruction and Curriculum
SUBJECT: Policy Measures Regarding High Unit Seniors
PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate endorse the following measures proposed by the Student Services Advisory Committee (SSAC) to help high unit senior progress to the degree; effective upon the signature of the President:

1. Declaring majors - In order to plan for the most efficient path to a degree it is important for students to declare a major and make changes in a timely manner.
   a. Effective in Fall 2010, all applicants for upper-division transfer students admission must declare a primary major (including pre-majors for impacted programs) prior to enrollment in their second term quarter.
   b. Effective in Fall 2010, all continuing undergraduate students must declare a major prior to completion of 60 cumulative college units. Students who have completed more than 60 units and who have not declared a major (including pre-majors for impacted programs) will have a hold placed on future registration until the change of objective is received. Students will be given warnings in the term prior to the hold becoming effective.
   c. Students seeking admission to impacted majors must follow admission policies governing admission to the major. Failure to progress toward admission may result in a registration hold pending appropriate academic advisement by the impacted program. Students will be given warnings in the term prior to the hold becoming effective.
   d. Effective at the end of Fall 2010, students who have earned 120 or more cumulative units may not change or add majors without special permission from the new major program. The taking of units beyond the limits established for undergraduate students may result in additional fees.

2. Beginning in Fall 2010, undergraduate students who reach the following thresholds will be classified as high unit seniors. High unit seniors will be identified and tracked by use of a student group designation.
   a. 200 or more cumulative baccalaureate units, AND
   b. 90 or more CSUEB units completed, AND
   c. 70 or more upper-division units completed
   (Note that the number of community college transfer units accepted and included in the cumulative baccalaureate units is capped at 105 quarter units.)

4. PEMSA will prepare a degree check for each high unit student based on the approved curriculum for the major. The degree check sheet will include all unmet major and general degree requirements for declared degree objectives. The degree check will become the basis for an advising roadmap to graduation after it has been reviewed by the
major department faculty advisor. The major advisor and department chair may submit recommended waivers and substitutions.

6. Students identified as high unit seniors must seek advising and develop a roadmap to degree completion. The roadmap must define an efficient path to degree completion and will require consultation with and approval by an advisor in the major/minor program(s) and an advisor for general education and graduation requirements. If a student exceeds any of the thresholds (items 2a, 2b, and 2c) by 15 or more units, and has not submitted an approved degree plan, the university may assign a registration hold pending completion of appropriate academic advisement. Students will be given warnings in the term prior to the hold becoming effective.

7. The enrollments planned and completed by high unit seniors will be monitored by the university. If a high unit senior is found to be taking courses not contained within the student’s approved degree plan, the university may assign a registration hold which blocks student access to add or drop courses in the current or future term. The student will be required to submit an approved term enrollment form and only courses approved by the appropriate advisor will be allowed. Enrollment activity will be processed by the appropriate administrative the office.

9. A high unit senior who is unable to progress toward degree because of inability to get into required courses should notify the chair of the department offering the course during registration first pass. If the chair cannot add the student to an available class section, the student may meet with the appropriate advisor to determine if the substitution of another course for a requirement in the student’s degree plan is warranted and/or possible.

14. Student appeals of any actions taken as a result of classification as a high unit senior will be reviewed by an appeals panel comprised of Associate Director, Academic Programs and Graduate Studies; Director of General Education; Associate VP, Planning, Enrollment Management, and Student Affairs; and Assistant VP, Planning, Enrollment Management, and Student Affairs.

BACKGROUND
INFORMATION: Encouraging seniors with high unit totals to complete their degrees will both improve graduation rates and help Cal State East Bay reduce enrollment pressures in the future. As part of our campus plan to follow the Chancellor’s “Facilitating Graduation Initiative,” the Students Services Advisory Committee (SSAC) has proposed a set of measures to help high unit senior progress to the degree.

CIC voted 8/0/0 to endorse the above set of recommendations falling under the committee’s purview regarding “High Unit Seniors” found in the draft version of the “Implementation Guidelines Policies on Undergraduate Graduation and Facilitating Graduation of High Unit Seniors” document generated by SSAC. [Please note that the numbered items below are consistent with the numbering in the SSAC document. Provisions in that document that do not fall under the purview of CIC have been left out of this document.]

It was felt that the Senate should also have the entire SSAC proposal in order to see all of the pieces in context. The full version will be available as additional information on the Senate Sharepoint site, but it is not part of this document.