TO: The Academic Senate

FROM: Committee on Instruction and Curriculum

SUBJECT: New Maximum Units for Enrollment Policy

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: To approve the revised “Maximum Units for Enrollment Policy” noted below; effective Fall 2010

BACKGROUND INFORMATION: At its meeting on November 16, 2009, CIC unanimously recommended the adoption of the following change in the undergraduate “Maximum Units for Enrollment” Policy:

That the maximum number of units that an undergraduate student may enroll in during the first enrollment period be reduced from 16 to 14, and that the maximum number of units that undergraduate students may enroll in within a quarter without major department advisor permission be reduced from 22 to 18.

CIC was charged by the Executive Committee to review the maximum number of quarter units for undergraduate students and to consider reducing the number of units in order to ensure that students have enough units to graduate and that all students will be able to enroll for a sufficient number of classes.

CIC polled department chairs to gain insight on how a change in this policy would affect their students and programs. Department chairs were generally supportive of a reduction in the maximum number of units for undergraduate students, noting that often students take too many units in such a way that dilutes their educational experience and damages their GPA. Some programs (such as Music and Teacher Education) will continue to need blanket special permission for overloads for their majors.

As a friendly suggestion to advisors, the members of CIC suggest that major advisors note a student’s GPA before granting permission for exceeding the maximum number of units.

This is the current policy as expressed in 09-10 Catalog, with the suggested change indicated:

**Maximum Units for Enrollment**

In MyCSUEB, you may enroll for a maximum of 16 units during the first enrollment period. During the second enrollment period and scheduled open enrollment times, you will then be permitted to enroll in up to the maximum of 22 units.

To enroll in more units exceeding the maximum allowable, approval must be secured by your major department advisor. Your major department will notify Enrollment Management; you will then be permitted to add the additional units during the Add/Drop period.

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.