



CALIFORNIA STATE
UNIVERSITY
EAST BAY

College of Letters, Arts, and Social Sciences (CLASS)
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CLASS Policy on Special Registration Requests

Pending a campus-wide policy addressing faculty workload and special registration petitions, CLASS will require the following from faculty seeking to conduct special registration sections:

1. Box #2 on the special registration petition form indicating instructor's workload status must be checked in order for the request to be approved.
2. No faculty member may conduct more than 3 WTU of special registration sections in a semester.
3. All requests for Special Registration sections must be accompanied by a memo from the department chair that indicates how faculty "instruction-related responsibilities" will be adjusted to accommodate the work of the special registration section without going into overload (e.g. "Professor X will reduce her service on the departmental curriculum committee so that she can conduct .33 WTU of Independent Study")

Questions?

Please direct any questions regarding this policy to the Interim Associate Dean for Student Affairs and Curriculum, Sarah Nielsen (sarah.nielsen@csueastbay.edu; 510-885-3161).

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