

Fall 2009 Policy Updates

The University has implemented a number of strategies to control enrollment for Fall 2009. The Registrar's Office is responsible for implementing these programs and can be contacted for additional information at records@sfsu.edu.

- **New Drop Deadline** – The Academic Senate passed a new withdrawal policy, effective fall 2009. **The drop deadline for Fall 2009 is September 11th, 2009 (this is approximately 2 weeks earlier than previous deadlines).** If students miss this deadline, they must submit a petition for withdrawal to the instructor and chair and will receive a W grade.
- **Limit on Units** – Eligible undergraduate and second BA students may not enroll in more than 16 units during Final Priority Registration (July 20-31), Open Registration (August 3–24), and during the first three weeks of instruction (August 25-September 14). During fourth week (September 15–22), students may add up to 19 units. Students with an approved petition, may add more than 19 units during the fourth week (September 15-22), but not before this date.
- **Change of Major** – Students may not change majors after they have accrued 96 units earned. This includes SFSU and/or transfer units. Students who enroll as freshmen must declare a major by the time they have accrued 70 units. Transfer students must declare a major by the end of their first semester. In addition, students can only pursue a maximum of one major unless they can complete two and/or a minor/certificate within 120 units.
- **Repeated Courses** – Beginning Fall, 2008, students who have enrolled in a class and received a grade (including grade of “W”) may repeat the course only once more, unless the class is described in the bulletin as repeatable for credit. Gator Reg has been programmed to restrict students from adding courses they have already repeated. For details, refer to the Academic Senate policy, <http://www.sfsu.edu/~senate/documents/policies/F08-248.html>
- **Withdrawal Limit** – Beginning Fall 2009, undergraduate students may withdraw from no more than 18 units of course work. This excludes total semester withdrawals during the last three weeks of the semester that have verified documentation for “serious and compelling” reasons.
 - a. you may look at their unofficial transcript to verify how many courses they have withdrawn from
 - b. depending on their reason for withdrawal and total of withdrawals, you may want to discourage them from withdrawing if they are close to the 18-unit limit

*****EXCEPTION: “WM”**— This is an internal designation for students who withdraw during the last three weeks of the semester from an individual course OR withdraw from the entire semester (all courses) for serious and compelling reasons. The course/s designated with a “WM” **will NOT be included in the withdrawal limit of 18 units.** The “WM” can only be seen on their unofficial transcript. A “W” will appear on their official transcript.
- **Probation**
 - **Probation Warning** – Students who have been on probation for two consecutive semesters are given a “warning” and they *must* be off of probation (2.0 or above) by the end of the following semester.
 - **Probation Lock** - Students on continuous probation/subject to disqualification for three or more semesters are disenrolled from the University. These students must improve their All College and/or SF State GPA in order to enroll in a subsequent semester at the College of Extended Learning. Departments may submit an appeal, with supporting documentation to the Registrar's Office for consideration.