

## DRAFT 3-13-03

### PROPOSAL TO REQUIRE EACH UNDERGRADUATE COLLEGE TO DEFINE ITS OVERRIDE POLICY

**For the period of priority registration, add/drop, and late registration and advising conferences, require that (delete) each undergraduate college define its override policy into closed classes.**

*(Change to this wording): Each undergraduate college shall define its override policy pertaining to entry into closed classes and it shall be printed in the Bulletin and Schedule of Classes.*

1. Procedure:

Each undergraduate college shall define in writing its procedures for seeking entry into closed classes.

2. Rationale:

- a) Students campus-wide are frequently confused when seeking entry into a closed class because colleges have formulated their own rules for entry.
- b) Within some colleges, individual departments have different override rules.
- c) Advisors can better assist students in making decisions regarding future course selection if they can refer students to written information regarding their options for seeking to add closed classes.
- d) Delineating the procedures for obtaining overrides will help reduce student frustration and expedite the decision-making process in finalizing their schedule of classes.