



**University Policy Statement
California State University, Fullerton**

UPS 300.013

LATE ADD POLICY

A. Purpose

The loss of FTE to the University by late adds after census date reduces both financial and instructional resources to the University. The late add policy is intended to minimize this effect.

B. Policy

No student shall be allowed to add any course subsequent to census date, except:

1. Upon approval by the instructor(s) department chair and dean, students shall be allowed to add classes that commence meeting after census date (e.g., mini-courses and internships).
2. Upon approval by the instructor(s) involved, the department chair and the dean, students shall be allowed to make program changes which show no gain in units.
3. After census date, with the support of the faculty of record, chair and the dean of the college, a student may petition to add a class that he/she has been attending and for which he/she has not enrolled.

EFFECTIVE DATE: June 17, 2005

Supersedes: UPS 300.013 dated September 27, 1982
and ASD 05-26

