

## COMMITTEE ON EDUCATIONAL POLICY

### REPORT TO THE RIVERSIDE DIVISION

NOVEMBER 26, 2013

To be reported:

Priority Enrollment Policy Riverside Division of the Academic Senate

In the past, certain groups of students have been granted and continue to maintain priority registration for classes. The purpose of this policy is to clarify three aspects of this issue: identify which body has final authority in deciding who gets priority enrollment, establish the criterion by which priority enrollment is decided and to describe the procedure that an interested party would follow in requesting priority enrollment. This policy only applies to the Fall, Winter, and Spring quarters. The policy for summer secession is determined by the Vice Provost for Undergraduate Education (VPUE), who has responsibility for that operation, or his/her designate because it uses a different enrollment model (first-come first serve, pay-as-you-go) and caters to a different type of student population. We would encourage the VPUE to solicit advice on this matter from the Summer Session Steering Committee.

Since the educational process is the Academic Senate's primary responsibility and this process can be affected by priority enrollment, the Academic Senates must have final authority in deciding which groups are granted this privilege. Because of its role in educational matters, the Committee on Educational Policy (CEP) is tasked with this responsibility.

Since requests for priority enrollment have been rare in the past and often have unique circumstances, each request will be decided on a case-by-case base. However, in making its decision, CEP will consider the following three criteria.

1. Federal or state mandates that require accommodations and provisions.
2. Special circumstances that require significant blocks of time for other programs involving institutional representation that may interfere with class schedules.
3. Recruitment incentives that assist the university in attracting and retaining top students.

These criteria are based on past practices and what has been adopted at other campuses. It should be noted that a key factor in the decision is the principle of equal and fair access for all. As a consequence, the bar for granting priority enrollment to a specific group is set high, and it is the responsibility of the interested party to provide strong and a well-documented justification with their request.

There may be individual cases where special circumstances dictate a need for priority enrollment. For example, a significant medical or financial hardship could be mitigated with more flexibility in the course schedule. These cases will be decided by the Associate Dean for Student Affairs in the college/school of the affected student because a quick response is often

required and a single individual, not a group, is involved. The period where priority enrollment is granted to an individual will be strictly limited to a time during which the circumstance is in effect.

The procedure for requesting priority enrollment is as follows. A written request will be submitted to the Registrars' office with complete documentation for the justification. The VCSA or his/her designate will review the request along with the Associate Deans for Student Affairs in each College or School, and provide a response. After this review, the request, along with the VCSA's response, will be sent to CEP for a final determination.

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**Approved by the Committee on Educational Policy:** May 23, 2013

**Approved by the Office of the Vice Provost for Undergraduate Education:** May 23, 2013

**The Committee on Rules and Jurisdiction finds the Wording to be consistent with the code of the Academic Senate:** June 14, 2013

**Received by Executive Council:** October 21, 2013