

# SAN DIEGO STATE UNIVERSITY

*No Adds, No Drops, No Kidding  
10 Year Retrospect*

*Rayanne Williams  
Registrar*



SAN DIEGO STATE  
UNIVERSITY

# SDSU THEN...

- Founded in 1897
- School for teachers
- 91 students enrolled





SAN DIEGO STATE  
UNIVERSITY

# SDSU NOW...

- Oldest and largest university in San Diego
- 32,576 students enrolled for fall 2014
- 78,000 applications received for fall 2014





# SDSU AT-A-GLANCE *Fall 2014*

SAN DIEGO STATE UNIVERSITY

APPLICATIONS &	NEW ENROLLEE PROFILE	ENROLLMENT BY COLLEGE	UG	Grad	Total	
<b>First-time Freshmen</b>	<b>Freshmen</b>		Arts & Letters	3,739	503	4,242
Applied: 56,923	Avg. H.S. GPA 3.69		Business	4,915	558	5,473
Admitted: 19,627	Average SAT 1112		Education	519	640	1,159
Enrolled: 5,054	Average ACT 24.4		Engineering	3,133	436	3,569
			Health & Human Services	4,092	955	5,047
			Professional Studies & Fine Arts	4,594	362	4,956
			Sciences	4,682	1,009	5,691
<b>New Undergraduate Transfers</b>	<b>New Undergraduate Transfers</b>		Undergraduate Studies	1,921	0	1,921
Applied: 21,765	Average Transfer GPA 3.20		Graduate Division	0	518	518
Admitted: 4,205		Imperial Valley Campus	802	149	951	
Enrolled: 3,202		<b>Total*</b>	<b>28,362</b>	<b>5,121</b>	<b>33,483</b>	

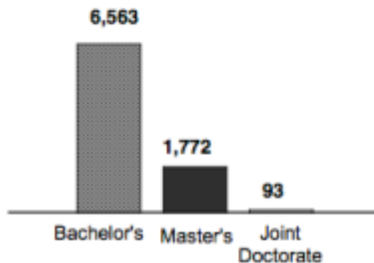
\* 44 students were concurrently enrolled at SD and IVC.

## San Diego & Imperial Valley Campuses SDSU STUDENTS

### PROGRAMS OFFERED

- 91 Bachelor's degrees
- 78 Master's degrees
- 19 Research Doctorates (Ph.D, Ed.D.)
- Educational Specialist (Ed.S)
- Professional Doctorate (Au.D.)
- Doctorate in Physical Therapy (DPT)

### DEGREES AWARDED 2013-2014



### ETHNICITY

	UG	Graduate
American Indian	0.3%	0.3%
African American	3.6%	2.9%
Mexican American	25.7%	16.7%
Other Hispanic	5.5%	4.5%
Asian	4.0%	5.3%
SE Asian	2.9%	1.5%
Pacific Islander	0.3%	0.1%
Filipino	6.4%	2.7%
Multiple Ethnicities	6.3%	3.7%
White	34.7%	38.9%
Other/Not Stated	4.8%	7.3%
International	5.5%	16.0%

### GENDER

Men	44.3%
Women	55.7%

### AVERAGE AGE

First-time Freshmen	18.5
Undergraduate	22.3
Graduate	29.5

### AVERAGE UNITS

First-time Freshmen	14.7
Undergraduate	13.6
Graduate	9.8

### DID YOU KNOW?

SDSU ranks in the top 25 in the number of students who study abroad to gain new perspectives.

SDSU is a leading public research university with a thriving research agenda and competitive awards of nearly \$116 million annually.

SDSU ranks No. 19 in the nation for racial diversity.



## PROGRAMS OFFERED

- 91 Bachelor's degrees
- 78 Master's degrees
- 19 Research Doctorates (Ph.D, Ed.D.)
- Educational Specialist (Ed.S)
- Professional Doctorate (Au.D.)
- Doctorate in Physical Therapy (DPT)



## **Gender**

Men: 44.3%

Women: 55.7%

## **Average Age**

First-time Freshmen: 18.5

Undergraduate: 22.3

Graduate: 29.5

## **Average Unit Loads**

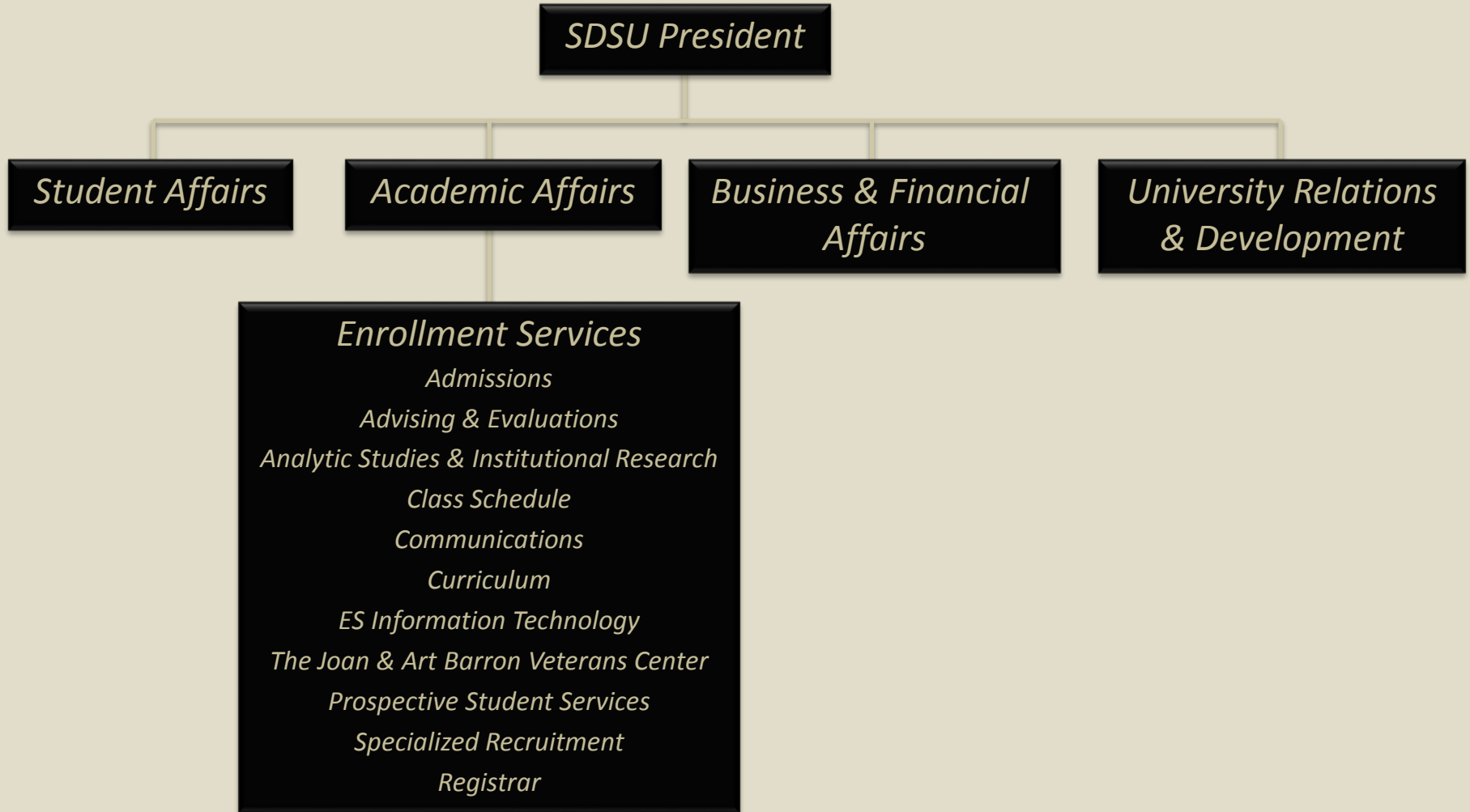
First-time Freshmen: 14.7

Undergraduate: 13.6

Graduate: 9.8



# ENROLLMENT SERVICES STRUCTURE AT SDSU





# HISTORY OF DEADLINES

## Academic Calendar

2001-2002

### SUMMER SESSIONS 2001

June 4-August 24	T1 (12 weeks).
June 4-July 13	S1 (6 weeks).
June 4-29	F1 (4 weeks).

September 4	First day of classes.
September 4-17	Late registration.
September 17	Last day to drop classes.
September 18	Last day to apply for refunds.
September 21	Last day to file application for bachelor's degree for December 2001 graduation.
September 24	Last day to add classes, change grading basis, or apply for course "forgiveness."

	University for fall semester 2001.
September 24	Last day to apply for December 2001 graduation for all masters and doctoral degrees, Graduate Division.
October 1	Census.
November 1	Applications for admission or readmission to San Diego State University for the fall semester 2002 accepted. Applications are <b>NOT</b> accepted after November 30 (postmarked). Graduate applicants should consult the Bulletin of the Graduate Division for closing dates.
November 22-24	Holiday-Thanksgiving recess. Faculty/staff holiday. Campus closed.
December 14	Last day of classes before final examinations.
December 15-22	Final examinations.
December 24	Winter recess begins.
December 24-28	Holiday-Winter recess. Faculty/staff holiday. Campus closed.
December 31	Grades due from instructors. (Noon deadline.)
December 31	Last day to apply for a leave of absence for fall semester 2001.
December 31	Last day of fall semester.
January 1	Holiday-New Year's. Faculty/staff holiday. Campus closed.

### SPRING SEMESTER 2002

January 14	Opening date of semester for faculty. Student Life Orientation.
January 14-18	Holiday-Martin Luther King, Jr. Day. Faculty/staff holiday. Campus closed.
January 21	First day of classes.
January 22	Late registration.
Jan. 22-Feb. 4	Applications for bachelor's degree for December 2002 graduation accepted.
February 1	Last day to drop classes.
February 4	Last day to apply for refunds.
February 5	Last day to file application for bachelor's degree for May and August 2002 graduation.
February 11	Last day to add classes, change grading basis, or apply for course "forgiveness."
February 11	Last day to withdraw officially from the University for spring semester 2002.
February 11	Last day to file petition for concurrent master's degree credit for spring semester 2002.
February 11	Last day to apply for May 2002 graduation for all masters and doctoral degrees, Graduate Division.
February 18	Census.
March 30	Last day of classes before spring recess.
April 1	Holiday-Cesar Chavez Day. Faculty/staff holiday. Campus closed.
April 2-6	Spring recess.
April 8	Classes resume.
May 9	Last day of classes before final examinations.
May 10	Study and consultation day until 4:00 p.m.
May 10 (after 4:00 p.m.)-17	Final examinations.
May 18-19	Commencement days.
May 23	Grades due from instructors. (Noon deadline.)
May 23	Last day to apply for a leave of absence for spring semester 2002.
May 23	Last day of spring semester.
May 27	Holiday-Memorial Day. Faculty/staff holiday. Campus closed.
July 1	Applications for bachelor's degree for May and August 2003 graduation accepted.

### SUMMER TERM 2002

May 28-August 16	Twelve weeks.
July 4	Holiday-Independence Day. Faculty/staff holiday. Campus closed.

(Please Note: This is not to be construed as an employee work calendar and is subject to change.)





# HOW DEADLINES WERE ENFORCED

- Deadlines were not enforced
- Submit a Late Change of Program Card or “Yellow Card”
- Can drop or add classes up until the last week of the term
- Departments would approve the change to avoid the hassle

412 722

**SDSU Late Change of Program Card** Fall / Spring **FALL**

Social Security Number: [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ] See reverse side for instructions. **\$20 FEE REQUIRED**

Please Print Name: **PICCOLINI, JEFFREY SCOTT** **OCT -3** Cashier's Stamp

ADD	DROP	Clearance (if applicable):
Schedule #: [ ]	Schedule #: <b>20245</b>	Veterans: [ ] EOP: [ ]
Dept.: [ ]	Dept.: <b>Psyc</b>	Last date student attended if known: [ ]
Course #: [ ]	Course #: <b>320</b>	Has student completed any graded work? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Units: [ ]	Units: <b>3</b>	What is the grade through last attendance? [ ]
Units after change: [ ]	Units after change: <b>13</b>	Requester's signature: <b>Jeffrey Piccolini</b> Date: <b>9/28/00</b>
Grading basis: (circle one) [ ]		Dean or designee signature: <b>[Signature]</b> Date: <b>10/2/00</b>
Letter grade: CRNC Audit [ ]		College or Department Stamp: <b>Department of Psychology San Diego State University</b>

Documentation of serious and compelling reason will be required.  
**ONLY ONE TRANSACTION PER CARD**

**STUDENTS ARE RESPONSIBLE FOR THE ACCURACY OF THIS FORM**

**Late Change Policy**  
After the University change of program deadline, students are expected to complete all courses in which they are enrolled. However, for serious and compelling reasons the student may, by obtaining appropriate authorizations, withdraw from a class or classes and receive the symbol of "W" (withdrawal). **Students should be aware that in most instances late withdrawals are denied.** Authorizations to withdraw shall be granted only with the approval of the instructor and the respective college dean or designee.  
A separate card is required for each Late Change of Program. Students wishing to withdraw late from all their classes need to use the Late Withdrawal Card.

**Card is not valid without  
College or Department stamp.**

**Late Change Procedure**

1. Fill out card, giving specific serious and compelling reason for the requested Late Change of Program.
2. Request verification and signature from instructor.
3. Submit card and documentation to dean or designee for review. If approved, card must also bear the College or Department stamp of the dean or designee involved.
4. Students receiving Veterans benefits or participating in the Educational Opportunity Program must obtain clearance stamp from the appropriate office for any drop in units.
5. Completed card(s) must be taken to the University Cashiers Office, SS 2620. Once the late fee has been paid, the card **must be** taken to the Office of Admissions and Records for processing.
6. Valid SDSU ID card must be presented at Cashiers and Admissions & Records.
7. See current class schedule for change of program and late change timetable.

PIA 005-0585 771N1013 10/98



# REASONS FOR CHANGE


- **Chancellor's Office requested data for late drops**
- **Policies were too loose**
- **No conformity in enforcement**
- **Deadlines were too confusing for students**





# HOW DEADLINE WAS IMPLEMENTED

- “No Adds, No Drops, No Kidding” publicity campaign
- 500 posters posted around campus
- Large banners hung at four points on campus
- Email to students, faculty and staff
- Messages on WebPortal
- Meetings with departments and special groups



**no ADDs!**  
**no DROPs!**

***no kidding...***

**...after February 2**

**ALL Schedule Adjustments** for spring 2004 must be completed by **February 2** at 6 pm

**INCLUDING**

- ✓ add a course
- ✓ drop a course
- ✓ withdraw from **SDSU**
- ✓ change grading basis

Check [www.sdsu.edu/e-services](http://www.sdsu.edu/e-services) to **make sure** you're enrolled in the correct courses **BEFORE February 2**

**Important SDSU Policy**



# NEW PETITION/APPEAL PROCESS

- New petition for appeal process
- Department omitted from the process
- Registrar screens each petition
- Send qualifiers to the assistant dean of the college for decision
- Others return to the student

**Petition for Special Consideration  
Late Schedule Adjustment**  
Return to the Office of the Registrar, SSW 1641  
*(See back for instructions)*

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street (please use a local mailing address) \_\_\_\_\_ ID Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

May we contact you by e-mail if we have questions about your petition? \_\_\_\_\_ Yes \_\_\_\_\_ No

<p style="text-align: center;"><b>Action to be Reviewed</b></p> <p><input type="checkbox"/> Drop a course</p> <p><input type="checkbox"/> Add a course</p> <p><input type="checkbox"/> Late registration for current semester (fees)</p> <p><input type="checkbox"/> Change of grading basis requested (check one): Letter _____ CR/NC _____ Audit _____</p> <p><input type="checkbox"/> Withdrawal from University (must also complete Withdrawal from University card)</p>	<p style="text-align: center;"><b>Course Information</b> <i>Must be Complete</i></p> <p>Semester and Year: _____</p> <p>Schedule # _____</p> <p>Dept/Course# _____</p> <p>Current Grading Basis (check one): Letter _____ CR/NC _____ Audit _____</p> <p><b>Student Information</b> Undergraduate _____ Graduate _____</p>
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**Additional Mandatory Information**

1. Attach a typed statement describing the request
2. Attach documentation supporting the request (See instructions on back for guidelines)

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Grade to date \_\_\_\_\_  
(Instructor's signature indicates awareness of student's request and verifies student's grade. Approval of this petition requires review by the Registrar and College to insure adherence to university policy.)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Your petition is being returned to you for the following reason:**

\_\_\_\_\_

\_\_\_\_\_

Office of the Registrar Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Office use only</b></p> <p>Action:      Approved*                      Denied                      Resubmit</p> <p style="text-align: center;"><small>*(After late fee has been paid and form returned by student to the Office of the Registrar)</small></p> <p>Comments _____</p> <p>Signature of Assistant Dean or Designee _____ Date _____</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>Cashiers Office Stamp</b></p> </div>
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White copy: Registrar                      Yellow copy: Asst. Dean                      Pink copy: Student



# A SUCCESSFUL CAMPAIGN

## FALL 2002

### Old Yellow Card Policy

- 4,696 yellow cards approved and processed



## FALL 2003

### New No Adds No Drop Policy

- 814 petitions received
- 211 returned to students
- 603 received a decision

## SPRING 2006

### No Adds No Drop Policy

- Only 583 petitions received
- 122 returned to students
- 461 received a decision

A change in culture

**no no ADDS! DROPS! no kidding...**

...after February 2

ALL Schedule Adjustments for spring 2004 must be completed by February 2 at 6 pm

**INCLUDING**

- ✓ add a course
- ✓ drop a course
- ✓ withdraw from SDSU
- ✓ change grading basis

Check [www.sdsu.edu/e-services](http://www.sdsu.edu/e-services) to make sure you're enrolled in the correct courses BEFORE February 2

**Important SDSU Policy**

## No Adds! No Drops!

...after February 7, 2006 by 6 pm!

Including:

- adding a course
- dropping a course
- withdrawing from SDSU
- changing grading basis

View your personal schedule at [www.sdsu.edu/e/portal](http://www.sdsu.edu/e/portal)

BE SURE you're enrolled in the correct courses BEFORE February 7, at 6 pm.





# WEBPORTAL BANNER

The screenshot shows the SDSU WebPortal interface. At the top left is the university logo and name. A search bar is located at the top right. The main banner features the text 'WebPortal' in a stylized font. Below this, a red banner contains a circular graphic with 'SPRING ADD/DROP FEB. 4' and the text 'YOU HAVE ONE DEADLINE TO REMEMBER FEBRUARY 4'. The 'About WebPortal' section provides a description of the portal's services and lists user roles: Students, Faculty, and Staff. On the right, there are buttons for 'Create New Account' and 'Log In'. The footer contains the text 'San Diego State University Contact Us'.

SAN DIEGO STATE UNIVERSITY

search >>

WebPortal

SPRING  
ADD/DROP  
FEB. 4

YOU HAVE ONE DEADLINE TO REMEMBER  
**FEBRUARY 4**

**About WebPortal**

The SDSU WebPortal serves admission, enrollment, and registration needs across campus.

- **Students:** Admission status check, class schedule and registration, transcripts, official contact information
- **Faculty:** Grade submission, class rosters, add/drop management, course evaluation results
- **Staff:** Admissions reports, course demand, WebGrades and WebRosters, enrollment reports, student registration

Create New Account Log In

San Diego State University  
Contact Us



# WHY WERE WE SUCCESSFUL?

- Full support of the administration, particularly the Provost
- Full support of the Assistant Deans
- Full support of departments
- Following strict guidelines on what was serious and compelling
- Being consistent with decisions
- Showing departments, faculty and staff the deadline was serious



# TEN YEAR REVIEW – WHAT TO REVIEW

- Number of withdrawals
  - Increase or decrease?
- Majors with most withdrawals
- Number of F & Wu grades vs. number of petitions submitted and returned.
- How the new repeat policy affected process.
- How was the four-year graduation rate affected?





# TEN YEAR REVIEW *What we consider a success-withdrawals*

<b>Term</b>	<b>Withdrawals</b>
Fall 1993	2632
Spring 1994	2686
Fall 1994	3206
Spring 1995	3202
Fall 1995	3559
Spring 1996	3267
Fall 1996	3310
Spring 1997	3192
Fall 1997	3159
Spring 1998	2958
Fall 1998	3273
Spring 1999	3075
Fall 1999	3244
Spring 2000	3177
Fall 2000	2921
Spring 2001	3060
Fall 2001	3517
Spring 2002	3307
Fall 2002	3409
Spring 2003	2686
<b>Average</b>	3142
<b>Highest</b>	3559
<b>Lowest</b>	2632

<b>Term</b>	<b>Withdrawals</b>
Fall 2003	596
Spring 2004	539
Fall 2004	943
Spring 2005	855
Fall 2005	621
Spring 2006	517
Fall 2006	722
Spring 2007	563
Fall 2007	681
Spring 2008	634
Fall 2008	449
Spring 2009	534
Fall 2009	608
Spring 2010	573
Fall 2010	681
Spring 2011	633
Fall 2011	796
Spring 2012	567
Fall 2012	611
Spring 2013	466
<b>Average</b>	629
<b>Highest</b>	943
<b>Lowest</b>	449



# MAJORS WITH THE MOST WITHDRAWALS

## Fall 2003–Spring 2013

Electrical Engineering  
Mechanical Engineering

Nursing

Criminal Justice

Political Science

Business Administration

Rehabilitation Counseling  
Child Development

Psychology

Undeclared

## Fall 1993–Spring 2003

Electrical Engineering

Nursing  
Social Work

Criminal Justice

Political Science

Business Administration

Ed Tech  
Special Education

Psychology  
Biology

Undeclared



# TITLE

	# of Students	Petition Re	Total F & WU Grades
Fall 2003	3581	40	5275
Spring 2004	3013	83	4557
Fall 2004	3247	84	4712
Spring 2005	2824	79	4323
Fall 2005	3366	67	4987
Spring 2006	3016	48	4561
Fall 2006	3775	92	5739
Spring 2007	3276	58	5052
Fall 2007	3966	44	5906
Spring 2008	3358	27	5281
Fall 2008	3459	52	5151
Spring 2009	2930	17	4373
Fall 2009	3209	69	4740
Spring 2010	2774	51	4228
Fall 2010	2736	62	4029
Spring 2011	2817	59	4257
Fall 2011	2913	39	4281
Spring 2012	2589	36	3956
Fall 2012	2897	28	4282
Spring 2013	2632	23	4013
<b>Average</b>	3118.9	52.9	4685.15
<b>Highest</b>	3966	92	5906
<b>Lowest</b>	2589	17	3956



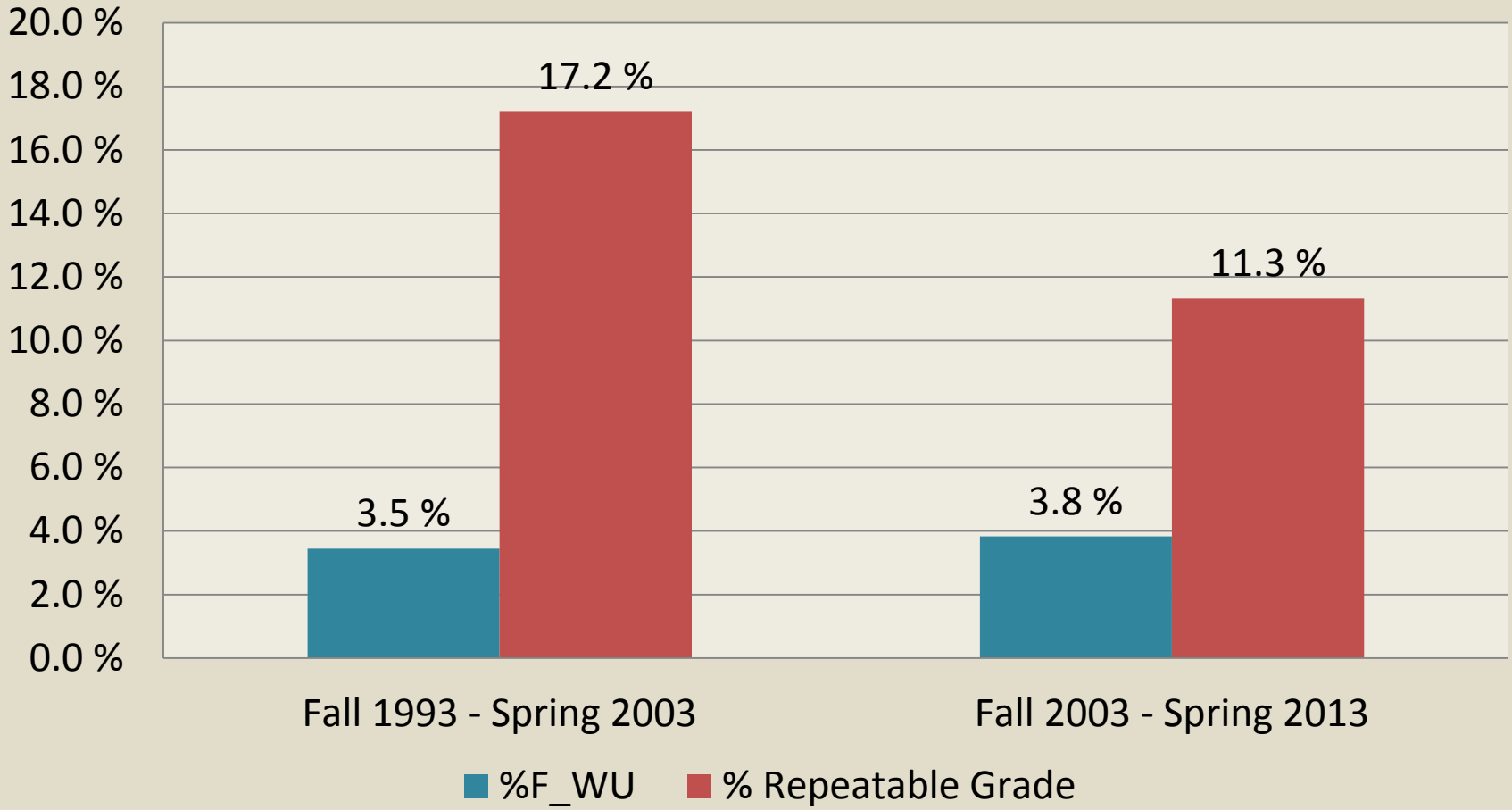
## CSU REPEAT POLICY FALL 2009

- Students can only register for the same course if they previously earned a grade of “C-” or lower. (is restricted at registration)
- Undergraduate students can repeat up to a total of 28 units.
- The old and new grades will both be calculated into the student's overall grade-point average.
- Applies only to undergraduate students



# PERCENT REPEATABLE & F-WU GRADES

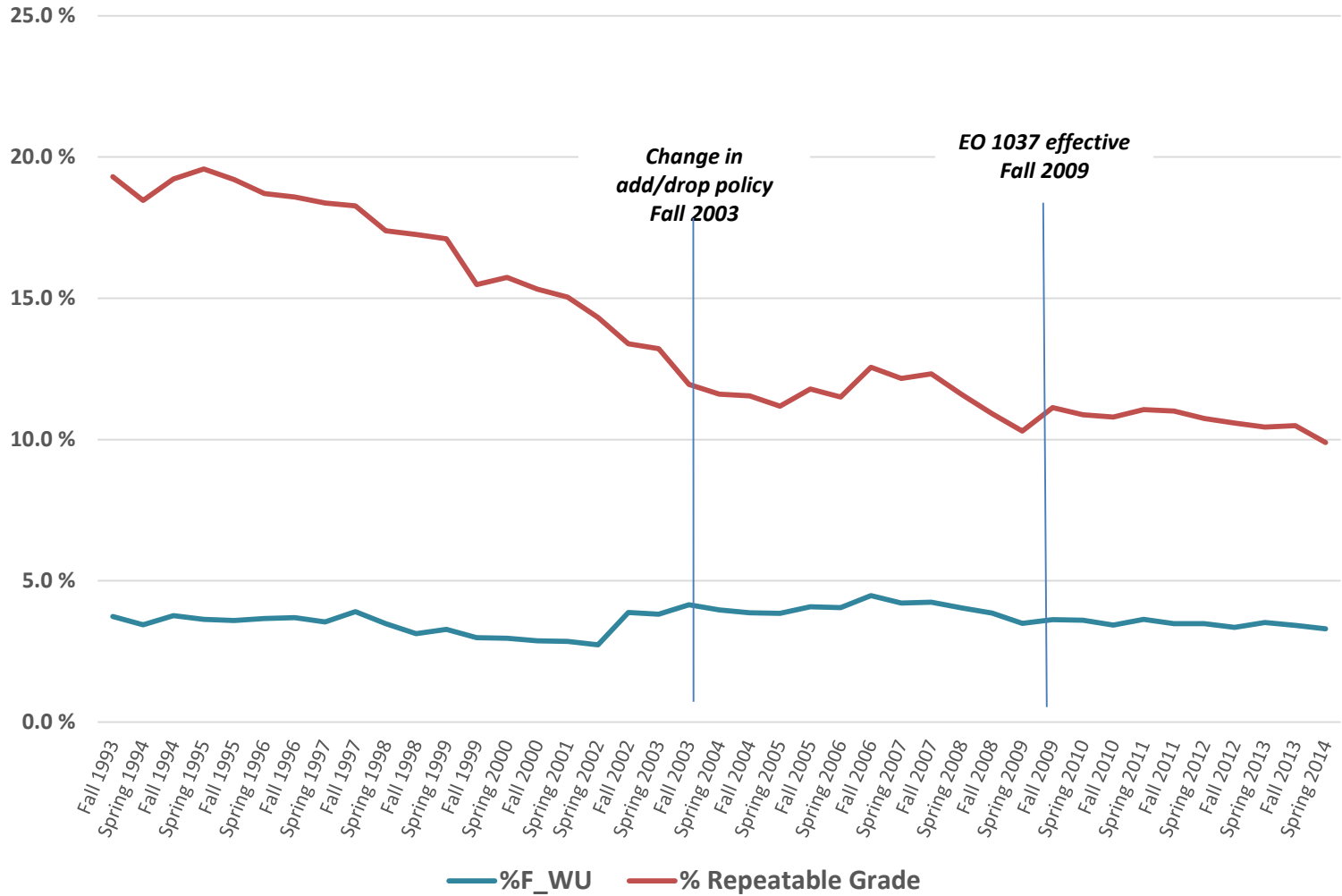
*Fall 1993–Spring 2014*





# PERCENT REPEATABLE & F-WU GRADES

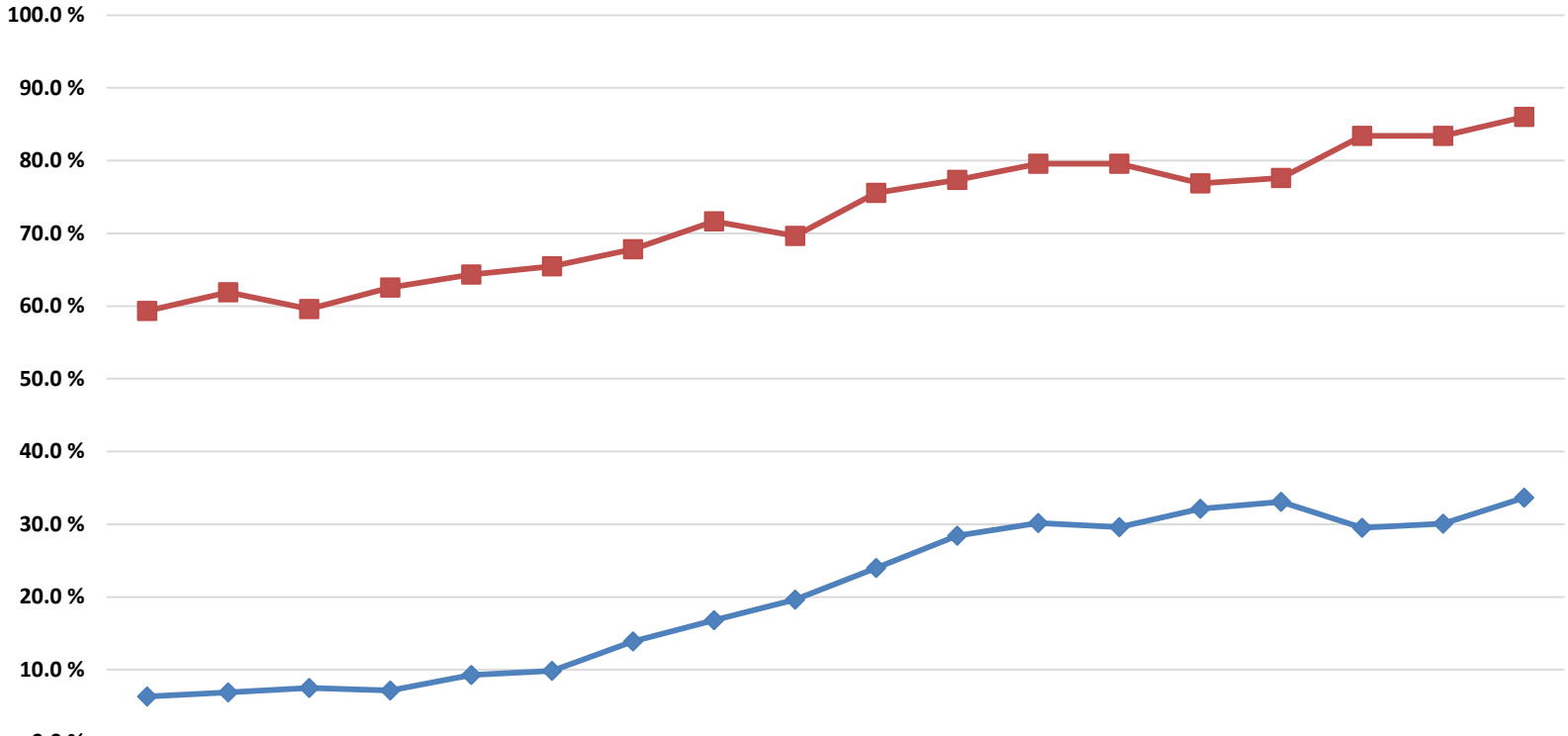
Fall 1993–Spring 2014





# FOUR-YEAR GRADUATION RATES

*First-time Freshmen & New Upper Division Transfers*



	Fall 1993	Fall 1994	Fall 1995	Fall 1996	Fall 1997	Fall 1998	Fall 1999	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010
◆ First-time Freshmen	6.3 %	6.9 %	7.5 %	7.2 %	9.3 %	9.8 %	13.9 %	16.8 %	19.6 %	24.0 %	28.4 %	30.2 %	29.6 %	32.1 %	33.1 %	29.5 %	30.1 %	33.7 %
■ New Transfer	59.3 %	61.9 %	59.6 %	62.6 %	64.4 %	65.5 %	67.8 %	71.6 %	69.7 %	75.5 %	77.4 %	79.6 %	79.6 %	76.9 %	77.6 %	83.4 %	83.4 %	86.0 %

◆ First-time Freshmen     ■ New Transfer



# CONCLUSIONS

- Reduced number of withdrawals after census dramatically
- Majors with the largest number of withdrawals stayed consistent
- Majority of students with F & WU grades are not submitting petitions
- Strict enforcement of deadlines/not allowing withdrawals has not affected graduation rates
- Only a 0.3% increase in the number of F & WU grades
- Number of repeats decreased by 5.9%





SAN DIEGO STATE  
UNIVERSITY

# SDSU OFFICE OF THE REGISTRAR STAFF





SAN DIEGO STATE  
UNIVERSITY

# CONTACT

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