

UNH FACULTY SENATE  
MOTION XX-M13  
*on the change to Add Period*

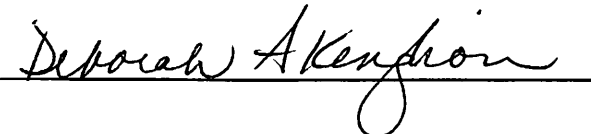
1. Motion presenter: Scott Smith, Chair, Senate Academic Affairs Committee
2. Dates of Faculty Senate Discussion: 2/29/2016, 3/21/2016, 4/11/2016
3. **Rationale:** A study of comparator institutions conducted by the UNH Registrar' Office shows that we are unique in having a three-week period in which students may add courses. This past year (AY15-16) we moved to online add/drops using the RAC number for the first week (that is, up until the second Tuesday at 4 pm), with paper add/drop forms thereafter for the second and third weeks [see Motion XVIII-M6 2-4-14]

The changes proposed by the Registrar's Office would eliminate both the third week of the add period and the need for paper add/drop forms during the second week. The Academic Affairs Committee is convinced that allowing students to add classes in the third week is a burden to both student and instructor alike and that moving to a two-week add period would be beneficial and bring the university in line with other institutions. We also wish to note here that students who wish to add after two weeks can go through the petition process, and urge the Registrar's Office and colleges to be charitable to those students who are confronted by obstacles in the registration process. The Academic Affairs Committee therefore makes the following motion:

4. 1) That UNH move from a three-week add period to a two-week add period. The period that students may drop courses is to remain at 5 weeks.
- 2) That the current practice of online add/drops for the first week of classes continue, followed by a week during which students may add and drop only through the paper add/drop process.

We also urge the Registrar's Office to consider the following, if at all practical and possible:

1. When students late-add a class electronically, they receive a confirmation that states something to the effect of "It is critical that you contact the instructor immediately to discuss course prerequisites, missed work or other important information."
  2. When students late-add a class electronically, the instructors receive an e-mail alerting them to this fact.
  3. Once a course is full, the Registrar creates an instructor controlled "wait list" of students who want to add the course.
5. Senate action: The motion passed with 43 in favor, 1 opposed, and 1 abstention.

6. Senate chair's signature: 

Forwarded to the following on April 29, 2016  
President Mark Huddleston  
Interim Provost P.T. Vasudevan  
Mary Rhiel, Interim Senior Vice Provost for Academic Affairs  
All college deans  
All department chairs