

**Committee on Educational Policy**  
**Policy for Enrollment Beyond 12 quarters**

Academic Senate regulation requires that full-time undergraduate students complete all requirements for a degree in 15 quarters (6.2.3). Academic Senate regulation 6.2.4 *allows* colleges to deny enrollment to students who have completed 12 quarters and 180 credits. In practice, supported by CEP policy, this regulation has been interpreted to require a formal extension of enrollment for all students who seek to enroll for 13-15 quarters.

Past CEP policy has counseled the colleges to liberally approve enrollment for 13-15 quarters for a variety of academic justifications. The effect of the policy has been to limit students who need or wish to earn credit beyond 180 credits while still allowing up to 15 terms to earn the minimum required for a degree.

The campus has a legitimate concern in ensuring that students plan for timely completion of their degree requirements. One way to accomplish this goal is to articulate firm limits on enrollment and allow students to plan effectively within those limits rather than to require department and college staff to put students through an extension of enrollment process which in the preponderance of cases leads to an approval of enrollment up to 15 terms (5 academic years).

In articulating this new policy on enrollment beyond 12 quarters, CEP seeks to reduce the bureaucracy associated with the current extension of enrollment petition while ensuring that students plan effectively for timely completion of their degrees.

Approval of an extension of enrollment does not constitute a recommendation that financial aid eligibility should be extended for a corresponding period. CEP will consult with CAFA to allow it to adjust its policies to the proposed policy.

**Policy on Enrollment beyond 12 quarters and 180 credit hours**

Under the Academic Senate Regulations 6.2.3, CEP expects all undergraduates to complete the requirements for their degrees within the equivalent of 15 regular quarters of enrollment and, except as noted, 225 quarter credits.

CEP requests that the colleges approve extensions of enrollment beyond the equivalent of four academic years under the following conditions:

1. For students entering UCSC as lower division students: Extension of enrollment beyond four years shall be approved up to 15 quarters (5 academic years) and 225 credits (not counting AP and IB credits).
2. For students entering UCSC as upper division (junior transfer) students: Extension of enrollment beyond four years shall be approved up to 9 quarters (3 academic years) and 135 credits.
3. For students who have been approved to pursue a double major or major/minor course of study and/or Education Abroad: Extension of enrollment may be

allowed beyond 225 credits but within 15 quarters conditional on the student's maintaining the academic standing and progress required for approval of programs beyond a single major.

### **CEP Recommendation Regarding Advising Checks**

CEP requests that the VPDUE work with department/divisional advising offices and college advising offices to develop advising processes to report on student progress, and suggests that such processes include at least the following:

1. For students entering UCSC as lower division students: A progress check on or before 180 credits and no later than the 13<sup>th</sup> quarter of enrollment to ensure each student is on track to graduate within allowable limits.
2. For students entering UCSC as upper division students: A progress check on or before 90 UCSC credits or no later than the 7<sup>th</sup> quarter of enrollment to ensure each student is on track to graduate within allowable limits.
3. For students who have been approved to pursue a double major or major/minor course of study: A progress check on or before the 12<sup>th</sup> quarter to ensure that each student is pursuing his or her approved course of study and is on track to graduate within allowable limits. Students who are not pursuing their approved course of study may have approval for their second major or minor withdrawn and their approval for enrollment modified.

### **Timely Completion**

Approval of and continuation in a double major, a minor in addition to a single major, an honors or intensive major, or an individual major is not an entitlement. Students may be required to reduce their program of study to a single (non-intensive or non-honors) major if they do not maintain good academic standing and progress or are not able to complete the requirements for the degree within 15 quarters.

All students are expected to complete their educational program in a timely fashion. Colleges may place holds on registration for any student that is not making progress toward a degree objective, whether or not they are in good standing or fulfilling minimum progress requirements.

### **Exceptions**

Exceptions to the credit limit and the quarter limit, beyond those discussed above, may only be granted under the close supervision of program and college faculty and advising. All exceptions require approval of the provost with advice of the college academic standing committee.

The Committee requests that the Vice Provost and Dean of Undergraduate Education (VPDUE) provide an annual report on exceptions, including to the 225 and 135 credit counts, each fall quarter so that it may further monitor this policy.

### **Effective Date and Review**

This policy is effective Fall 2006. The policy provides guidance with respect to the colleges' implementation of Divisional Senate Regulations 6.2.3 and 6.2.4. It is expected that the Committee and Educational Policy will review the results of this policy and consider a modification of regulations in the future.

*6.2.3 A full-time undergraduate student will be expected to complete all requirements for a degree in no more than 15 quarters of enrollment. A part-time student will have the equivalent of 15 full-time quarters of enrollment to complete all requirements for a degree, with each 15 credit hours attempted counting as one full-time quarter. A student who enters the University of California, Santa Cruz with transfer credit from another institution or who transfers credit to the University of California, Santa Cruz after entrance will be allowed an equivalent period of time for completion of all degree requirements based upon the total number of credit hours of transfer credit, with each 15 credit hours counting as one quarter. [SCR 10.1.6]*

*6.2.4 Undergraduate students who have both passed 180 or more credit hours and accumulated 12 or more quarters toward completion of their degrees may be denied permission to enroll again at the University of California, Santa Cruz by the provost of their college or his/her designee. Upon the recommendation of the college Faculty or a department's faculty, the provost or his/her designee may make exceptions for transfer students or for students pursuing programs which require them to complete more than 180 credit hours.*

Approved by the Committee on Educational Policy on June 7, 2006