

**Zimbra**

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**Important change to new add/drop policy PLEASE READ**

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**From :** Kate Davy <kdavy@umd.umich.edu>

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**Subject:** Important change to new add/drop policy PLEASE READ**To :** All UM-D Faculty <all-faculty@umd.umich.edu>**Cc:** Senior Officers <Senior\_Officers@umd.umich.edu>, Janice Lewis-Boyd <jckboyd@umd.umich.edu>

Dear Faculty Colleagues,

Last year a group of faculty and staff, working under the leadership of Faculty Senate member Ilir Miteza, proposed a change in the university's add/drop policy. This proposal was reviewed and recommended by the Faculty Senate. Under this new policy, at the end of the first week of classes the Registrar's Office would lock down the ability for students to automatically add themselves into a course. Students wishing to add into a course after the first week would require permission from the faculty member. If a faculty member agrees to admit a student into the class, the faculty member goes into the system and enters an override for the student, after which the student can register for the course as in the past.

The closer we come fall registration, the more requests we've had for exemptions from both individuals and departments. In other words, we've received requests to "opt out" of the end-of-the-first-week-of-classes registration lock down.

Ordinarily I would not make a decision about registration policy without consulting the Faculty Senate, but I believe there is a procedural solution that both honors the policy and remedies a number of different concerns about how the policy is implemented. With this correspondence, therefore, I am inaugurating a procedural change.

Instead of **opting out** of the new approach, ALL faculty members will be able to **opt into** it. I have asked the Registrar's Office to **implement an opt in** procedure **for every faculty member who wishes to participate** while allowing other faculty, departments, and units to give full access to students who wish to add a course during the second week.

The Registrar will shortly provide instructions for a simple electronic procedure that can be adopted by any faculty member who wishes to admit students to a class by permission.

**PLEASE NOTE:** those faculty who wish to admit students by permission following the first week of classes will have to **engage a simple electronic step** that will be provided by the Registrar's Office.

Many thanks for your understanding and cooperation.  
Kate

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