UNIVERSITY
OF MIAMI
FACULTY SENATE

MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
            Chair, Faculty Senate

Date: April 19, 2013

Subject: Faculty Senate Legislation #2012-32(B) – Have the "Add" Deadline Coincide with the "Drop" Deadline for next year, 2013-2014

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At its April 17, 2013 meeting, the Faculty Senate unanimously approved the proposal to have the "Add" deadline coincide with the "Drop" deadline for one year only, 2013-2014, with the specific stipulations:

- The wait lists prepared through the use of the new ERP (Enterprise Resource Planning) software, will be made available to the faculty on a prompt basis.
- The administration will inform students that if they wish to be added to a class and they are on the wait list, they need to attend the class and participate (if there is a seat), and notify the faculty member.
- The Faculty Senate will assist the administration in notifying the faculty that they should be explaining this to students from the beginning of classes. Additionally, faculty should be adding students as spaces become available, in the order in which students appear in the wait list, but only taking those students who have been participating from the beginning of classes.
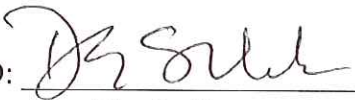
This legislation is now forwarded to you for your action.

RW/rh

cc: Thomas LeBlanc, Executive Vice President and Provost
        William Green, Senior Vice Provost and Dean of Undergraduate Education
        David Wiles, Executive Director, Assessment and Accreditation
        Karen Beckett, University Registrar

CAPSULE: Faculty Senate Legislation #2012-32(B) – Have the "Add" Deadline Coincide with the "Drop" Deadline for next year, 2013-2014

PRESIDENT'S RESPONSE

APPROVED: _D. Scull_____ DATE: _May 4, 2013_
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: _REGISTRAR_____

EFFECTIVE DATE OF LEGISLATION: _____IMMEDIATELY_____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____