



California University of Pennsylvania

POLICY: Admission to Closed Sections

A. Purpose & Scope:

To describe the process and procedure for graduate and undergraduate admission to a closed section

B. Definition(s):

Closed section: A section where the number of students enrolled equals the maximum number of seats available.

Instructor: The faculty of record for a section.

Chairperson: The administrative head of a department

Dean: The administrative officer in charge of a college.

C. Policy:

A course is closed when the number of students enrolled equals the maximum number of seats available for the section. Admission to a closed section requires the permission of the instructor or department chair and/or the dean of the college that offers the course.

D. Procedure(s):

A student seeking admission to a closed section should consult with the instructor or chairperson of the department that offers the course. Admission to a closed section requires the permission of the instructor or department chair and/or the dean of the college that offers the course.

E. Effective date: 2005-2006 Undergraduate Catalog

Updated date: August 15, 2010