

OFFICIAL

Policy and Procedure Statement 2.21
Review Cycle: Dec. 1, E4Y
Review Date: December 1, 2019
Reviewer: University Registrar

Designation of Special
Registration Groups
(5 paragraphs)

DEFINITIONS

1. For the purpose of this document, "Special Group" refers to any group of undergraduate or graduate students that is given preference with regard to course registration. Specifically, special groups are allowed to register for classes before the general student population.

CRITERIA

2. Justification for designation as a special group will generally fall into one of two broad categories. They are:

- a. Need

- Group seeking designation is engaged in an activity that advances the mission of the University, and such engagement creates a need for that group to be given special consideration.
- Group would be placed at an academic disadvantage if not given special consideration.

- b. Recruitment/Merit

- Designation as a special group is used as a recruiting tool for a group that is critical to the mission of the University
- Designation as a special group is awarded for meritorious performance/service to the University

There may be other justifications that do not fall into these two broad categories, and groups are encouraged to articulate these in their applications.

3. Application and Evaluation Procedure

- a. Groups seeking special group designation should prepare a one-page application that articulates the justification for such designation, including which semester(s) the group would like special consideration. The application will include an estimate of the number of students affected. The application must be approved

at all levels, including the Vice President in the sponsor's reporting line.

i. Proposals supported by the sponsor's Vice President will be forwarded to the University Registrar, who will present the proposal to the Registration and Academic Calendar Coordinating Committee (RACCC).

b. The special groups subcommittee of the RACCC will review the proposal and make a recommendation to the full committee. The full committee will vote to approve or deny the subcommittee's recommendation.

c. Final approval will be made by the Associate Vice President for Enrollment Management and Marketing.

4. Other

a. Every five years, the committee will ask the sponsors of each special group to verify that the benefit is still needed. If so, the approval will be extended for an additional five years.

b. The RACCC reserves the right to limit the total number of students given special registration consideration.

CERTIFICATION STATEMENT

5. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____ Review Date: _____

Reviewer: _____ Date: _____

Approved: _____ Date: _____

Gene Bourgeois
Provost and Vice President for Academic Affairs