

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

F15-3, University Policy, Establishing a Committed Presence in a Class

**Legislative History: Amends University Policy S05-12
Amended by University Policy S22-6.**

University Policy F15-3 was presented by Senator Kaufman for the Instruction and Student Affairs Committee and approved by the Academic Senate at its meeting of October 5, 2015. Interim President Susan W. Martin signed and approved F5-3 on October 18, 2015.

Background: University policy S05-12 set the guidelines and some procedures for a refund schedule for students when they drop a class as well as for use of the “W” symbol on transcripts. According to that policy, instructors are permitted to drop students from in-person classes if they did not attend the first class meeting. Since that time, however, online classes have become far more prevalent, which has led to the question of how to track student commitment to a class that does not meet in person. This policy revision

- In-person classes. Attending the first class meeting or informing the instructor of the intention to continue in the class before 48 hours after the first official class meeting.
- Online classes. Logging on to the LMS class shell on the first scheduled day of the class or informing the instructor of the intention to continue in the class before 48 hours after the official class start date.

Approved: 9/21/15
Vote: 15-0-0
Present: Walters, Sofish, Kelley, Kaufman, Sullivan-Green, Medina, Sen, Khan, Wilson, Branz (non-voting), Bruck (non-voting), Medrano, Gay, Abdukheir, Amante, Brooks, Rees
Absent: Campsey
Financial Impact: None
Workload Impact: None