

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

**S22-6, University Policy, Adding, dropping, and withdrawing
from courses; the “W” sy 1 1**

Whereas: Having a single deadline for both dropping and adding courses adds clarity and consistency; and

Whereas: Until the s

Adding, dropping, and withdrawing from courses; the “W” symbol; and refunds related to withdrawals

Note: Census Day is the 20th day of instruction.

1. § GGLQJ GURSSLQJ DQG ZLWKGUDZLQJ IURP FRXUVHV
 - a. Starting on the 8th day of instruction, instructor consent (a permission code) shall be required for a student to add a class. The online registration system (currently PeopleSoft) will be programmed accordingly and per F20-9.
 - b. The last day for a student to add class (with a permission code) and / or drop a class shall be one instructional day before Census Day.¹
 - c. Late drops (withdrawals): on or after Census Day, a student may withdraw IURP FODVV RQO\ IRU ³VHULRX.V DQG FRPSHOOLQJ U

Students will be advised to consult with their appropriate academic advisors about the possible impacts of dropping the course, and will be encouraged to consult with the Financial Aid Office about how this may impact their financial aid eligibility or award, if appropriate. If an instructor of record does not sign the petition, the matter will be resolved by the 3 U H V L G H Q W ¶ V D S S R L Q W H H

g. The option of the Incomplete remains as before.

h. \$ 3 : 8 is the appropriate grade to assign when a student, who is enrolled R Q & H Q V X V ' D \ G R H V Q R W V X F F H V V I X O O \ S H W L W L R complete course requirements, and those assignments that were completed were insufficient to make normal evaluation of academic S H U I R U P D Q F H S R V V L E O H \$ 3 : 8 ' F R X Q W V W R Z D U G W

2. Refunds in relation to dropping or withdrawing from courses

a. For regular state supported semesters, refund regulations for the CSU system are prescribed by the California Code of Regulations Title 5, Section 41802 and applicable CSU Chancellor Executive Orders. In particular, at SJSU, the principles for refunds include the following:

i. Dates for full refunds shall be as close as possible to the first day of instruction (not the first course meeting), but shall in no case be more than five business days before the first day of instruction;

ii. Information regarding refunds shall be stated clearly and disseminated widely as early as possible so that students and departments can plan in a timely manner. For regular state supported sessions, all refund information will be posted in all versions of the Schedule of Classes where fee and payment information are publicized. The information will also be detailed on W K H % X U V D U ¶ V Z H E V L W H

b. Title 5, Section 41802 states that for self-support, special sessions and extension course fees, refunds shall be made in accordance with policies and procedures established by each campus. At SJSU, the refund procedures shall be established by the College of Professional and Global Education, and shall include the following:

- i. Dates for full refunds for self-support, special sessions, and extension courses shall be as close as possible to the first day of instruction (not the first course meeting) but shall in no case be more than five business days before the first day of instruction.