



San José State
UNIVERSITY

A campus of The California State University

Office of the Academic Senate • One Washington Square • San Jose, California 95192-0024 • 408-924-2440 Fax: 408-924-2451

S05-12

At its meeting of May 9, 2005, the Academic Senate passed the following Policy Recommendation presented by Senator Thames for the Instruction and Student Affairs Committee

Refunds, Drop Policy and the "W" Symbol

1. a) For regular state supported semesters, refund regulations for the CSU system are prescribed by the California Code of Regulations Title V, Section 41802 and applicable CSU Chancellor Executive Orders.

develop a procedure that is both student-friendly and faculty- friendly to add students between 14th day of instruction and census.

3. After the 9th day of instruction (eleven instructional days before Census Day), a student may withdraw from class only for "serious and compelling reasons" which shall be defined as circumstances and genuine emergencies beyond the student's control.
4. These circumstances must be documented with such evidence as death certificates (or equivalent) of immediate family members, letters from employers, or notes from doctors. Failure, or anticipated failure, or non-attendance, is not a valid reason for withdrawing from a course.
5. The Associate Vice President for Undergraduate Studies shall develop a list of acceptable circumstances and guidelines for certification of said circumstances, petition forms to be issued to all colleges (which shall include space to state the reasons for the proposed withdrawal, and the current grade the student is earning), and appropriate sanctions for those submitting fraudulent certification.
6. The President shall appoint one individual (in accordance with Executive Order 268) to administer course and university withdrawals. This individual will be responsible for distributing and receiving petitions, verifying certification, and approving withdrawal from the University. A department, school or college, (hereafter referred to as an academic unit) that wishes to be exempt from this provision may apply for an exemption for a period of three years by submitting a written statement to the Undergraduate, or if appropriate, the Graduate Studies Office, explaining how an exemption best serves its academic mission. Upon receipt, either the Associate Vice President of the Undergraduate or Graduate Studies Office shall either approve or deny the exemption request. If the exemption request is approved, the exempted academic unit's highest ranking administrative officer shall have the authority to approve or deny late drop petitions for their courses for a period of three academic years, beginning with the semester the exemption request was granted. The highest ranking administrative officer for a department is the department chair; for a school, the highest ranking administrative officer is the program director and for a college, the highest ranking administrative officer is the dean. Within 3 working days of approving or denying a late drop petition, an academic unit shall convey the decision to the President's appointee using electronic mail and also send to the President's appointee the original, signed late drop petition and a copy of all other supporting materials related to the late drop petition. In the event of an approved late drop petition, upon notification by the administrative unit, the President's appointee shall then immediately notify the appropriate administrative units of the late drop decision.
7. In the case of course withdrawals, students must first obtain the faculty member's signature. This signature indicates that the student has been advised of his/her options regarding the course. Students will be advised about the possible negative impact of the "W" on their transcript and

8. When a "W" appears on a student's transcript, the transcript will contain a notice that withdrawals at San Jose State University are given only for circumstances beyond the student's control, and not for any other reason, including academic performance. The "W" will remain uncounted in the student's GPA, as before.
9. The option of the Incomplete remains as before.
10. A "WU" remains appropriate to assign when a student, who is enrolled on Census Day, does not successfully petition for a "W" but fails to complete course requirements, and those assignments that were completed were insufficient to make normal evaluation of academic performance possible.

**ACTION BY UNIVERSITY PRESIDENT: APPROVED BY PRESIDENT DON KASSING
ON MAY 13, 2005**