

SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192

S22-6™ 1 0V P Rescinds Policies S05 -12, and F04-2

Legislative History:

On May 9, 2022, the Academic Senate approved the following policy recommendation presented by Senator Frazier for the Instruction and Student Affairs Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

Signed and approved by Interim
President of San José State
University, Steve Perez, on June 1,
2022.

University Policy:

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

Whereas: Current policy allows insufficient time for students to adjust their course schedules in the first few weeks of the semester; and

Whereas: Allowing students to drop courses up to the census date would prevent them from incurring “W” grades on their transcript, which count toward “units attempted” for semester enrollment and financial aid eligibility purposes; and

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

Whereas: Until the seventh day of instruction, students are automatically enrolled in courses if they are on waitlists, in accordance with [F20-1](#); and

Whereas: Permission codes can therefore be required in order to add courses starting on the eighth day of instruction, giving faculty control over enrollment at that point; be it therefore

Resolved: That S05-12 and F02-2 be rescinded, and the following become university policy.

Resolved: That in [F15-3](#) “Establishing a Committed Presence in a Class,” the sentence “Six instructional days before Census Day, i.e. the 14th day of instruction, is the last day for the student to add a class” be modified to “One instructional day before Census Day is the last day for the student to add a class.”

Approved: April 11, 2022

Vote: 11-1

Present: Allen, Frazier, French, Hill, Jackson (non-voting), Kumar, Leisenring (non-voting), Lupton, Merz, Sen, Walker, Wilson, Yang, Yao

Absent: Kaur, Masegian, Rollerson, Wolcott

Financial impact: Reduced late add fee for students: late add fee between add deadline and Census Day (currently \$45) would no longer apply.

Workload impact: Reduced workload for Registrar’s Office, Undergraduate Education, and College of Graduate Studies in processing late drop and add petitions in the pre-Census period. Reduced workload for faculty, department chairs, and administrators in signing late drop and add petitions. Potential increased workload for faculty if students are granted permission to add classes late.

- 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;