

1 **San José State University**
2 **Academic Senate**
3 **Committee on Instruction and Student Affairs** **AS 1831**
4 **May 9, 2022**
5 **Final reading**
6

7 **Policy Recommendation:**
8 **Adding, dropping, and withdrawing from courses; the “W”**
9 **symbol; and refunds related to withdrawals**
10

11 *Legislative history: rescinds and replaces S05-12 and F04-2. Amends F15-3.*
12

13 **Whereas:** Current policy allows insufficient time for students to adjust their course
14 schedules in the first few weeks of the semester; and
15

16 **Whereas:** Allowing students to drop courses up to the census date would prevent
17 them from incurring “W” grades on their transcript, which count toward
18 “units attempted” for semester enrollment and financial aid eligibility
19 purposes; and
20

21 **Whereas:** Allowing students to drop courses without a petition up to the census date
22 will speed up this process, opening up seats for other students; and
23

24 **Whereas:** Having a single deadline for both dropping and adding courses adds
25 clarity and consistency; and
26

27 **Whereas:** Until the seventh day of instruction, students are automatically enrolled in
28 courses if they are on waitlists, in accordance with [F20-1](#); and
29

30 **Whereas:** Permission codes can therefore be required in order to add courses
31 starting on the eighth day of instruction, giving faculty control over
32 enrollment at that point; be it therefore
33

34 **Resolved:** That S05-12 and F02-2 be rescinded, and the following become university
35 policy.
36

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

40 "One instructional day before Census Day is the last day for the student to
41 add a class."

42

43 Approved: April 11, 2022

44 Vote: 11-1

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

48 Absent: Kaur, Masegian, Rollerson, Wolcott

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

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

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58

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

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62
63 *Note: Census Day is the 20th day of instruction.*

- 64
65 1. Adding, dropping, and withdrawing from courses; and the “W” symbol
66
67 a. *Starting on the 8th day of instruction, instructor consent (a permission*
68 *code) shall be required for a student to add a class. The online registration*
69 *system (currently PeopleSoft) will be programmed accordingly and per*
70 *F20-9.*
71
72 b. The last day for a student to add class (with a permission code) and / or
73 drop a class shall be *one instructional day before Census Day.*¹
74
75 c. Late drops (*withdrawals*): on or after Census Day, a student may withdraw
76 from class only for “serious and compelling reasons” ~~which shall be~~
77 ~~defined as circumstances and genuine emergencies beyond the student’s~~
78 ~~control.~~ Poor academic performance or non-attendance, in the absence of
79 other extenuating circumstances, are not valid reasons for withdrawing
80 from a course.
81
82 d. ~~These circumstances must be documented with such evidence as death~~
83 ~~certificates (or equivalent) of immediate family members, letters from~~
84 ~~employers, or notes from healthcare providers, doctors, or death~~
85 ~~certificate (or equivalent) of immediate family member.~~
86
87 e. The Vice Provost~~President~~ for Undergraduate Education, ~~Studies~~ and the
88 *Dean of the College of Graduate Studies* shall together develop a list of
89 acceptable circumstances and guidelines for *supporting documentation*
90 ~~certification~~ of said circumstances, petition forms ~~to be issued to all~~
91 ~~colleges~~ (which shall include space to state the reasons for the proposed
92 withdrawal, and the current grade the student is earning), and appropriate
93 sanctions for those submitting fraudulent ~~documentation certification~~
94
95 f. The President shall appoint one individual (in accordance with Executive
96 Order 1037268) to administer course and university withdrawals. This

¹ See separate policy [S20-9](#) for instructor drops.

97 individual will be responsible for distributing and receiving petitions,
98 verifying *supporting documentation* certification, and approving withdrawal
99 from the University. A department, school or college, (hereafter referred to
100 as an academic unit) that wishes to be exempt from this provision may
101 apply for an exemption for a period of three years by submitting a written
102 statement to the Undergraduate, or if appropriate, the Graduate Studies
103 Office, explaining how an exemption best serves its academic mission.
104 Upon receipt, either the Associate Vice President of the Undergraduate or
105 Graduate Studies Office shall either approve or deny the exemption
106 request. If the exemption request is approved, the exempted academic
107 unit's highest ranking administrative officer shall have the authority to
108 approve or deny late drop petitions for their courses for a period of three
109 academic years, beginning with the semester the exemption request was
110 granted. The highest ranking administrative officer for a department is the
111 department chair; for a school, the highest ranking administrative officer is
112 the program director and for a college, the highest ranking administrative
113 officer is the dean. Within 3 working days of approving or denying a late
114 drop petition, an academic unit shall convey the decision to the
115 President's appointee using electronic mail and also send to the
116 President's appointee the original, signed late drop petition and a copy of
117 all other supporting materials related to the late drop petition. In the event
118 of an approved late drop petition, upon notification by the administrative
119 unit, the President's appointee shall then immediately notify the
120 appropriate administrative units of the late drop decision.

- 121
- 122 g. In the case of course withdrawals, students must first obtain the faculty
123 member's signature. This signature *acknowledges that the faculty member*
124 *has been informed of the student's intent to drop the course* indicates that
125 the student has been advised of his/her options regarding the course.
126 Students will be advised to *consult with their appropriate academic*
127 *advisors about the possible impacts of dropping the course, about the*
128 *possible negative impact of the "W" on their transcript and where*
129 *appropriate, and will be encouraged to consult with the Financial Aid*
130 *Office about how this may impact their financial aid eligibility or award, if*
131 *appropriate Academic Services.* If a faculty member does not sign the
132 petition, the matter will be resolved either by the President's appointee. or
133 the highest ranking administrative officer for the exempted academic unit
134 (Department Chair, School Director, or College Dean. The President's
135 appointee or the highest ranking administrative officer of the exempted
136 academic unit will verify the certification that the student uses to indicate

137 ~~“serious and compelling” reasons for needing to withdraw before signing~~
138 ~~the petition.~~

139
140 h. ~~When a “W” appears on a student’s transcript, the transcript will contain a~~
141 ~~notice that withdrawals at San Jose State University are given only for~~
142 ~~circumstances beyond the student’s control, and not for any other reason,~~
143 ~~including academic performance. The “W” will *not be counted* remain~~
144 ~~uncounted in the student’s GPA, as before.~~

145
146 i. The option of the Incomplete remains as before.

147
148 j. ~~A “WU” is the appropriate grade remains appropriate~~ to assign when a
149 student, who is enrolled on Census Day, does not successfully petition for
150 a “W” but fails to complete course requirements, and those assignments
151 that were completed were insufficient to make normal evaluation of
152 academic performance possible. A “WU” counts toward the GPA as an
153 “F.”

154
155 2. Refunds in relation to dropping or withdrawing from courses

156
157 a. For regular state supported semesters, refund regulations for the CSU
158 system are prescribed by the California Code of Regulations Title 5,
159 Section 41802 and applicable CSU Chancellor Executive Orders. In
160 particular, at SJSU, the principles for refunds include the following:

161
162 i. Dates for full refunds shall be as close as possible to the first day of
163 instruction (not the first course meeting), but shall in no case be
164 more than five business days before the first day of instruction;

165
166 ii. Information regarding refunds shall be stated clearly and
167 disseminated widely as early as possible so that students and
168 departments can plan in a timely manner. For regular state
169 supported sessions, all refund information will be posted in all
170 versions of the Schedule of Classes where fee and payment
171 information is publicized. The information will also be detailed on
172 the Bursar’s website.

173
174 b. Title 5, Section 41802 states that for self-support, special sessions and
175 extension course fees, refunds shall be made in accordance with policies
176 and procedures established by each campus. At SJSU, the refund

177 procedures shall be established by the *College of Professional and Global*
178 *Education International and Extended Studies Office*, and shall include the
179 following:

180
181 i. Dates for full refunds for self-support, special sessions, and
182 extension courses shall be as close as possible to the first day of
183 instruction (not the first course meeting) ~~for these events~~ but shall
184 in no case be more than five business days before the first day of
185 instruction;

186