

-----SAMPLE PROPOSALS-----

Proposal 1 – Sample of a proposal to replace an existing policy

SAN JOSE STATE UNIVERSITY

Academic Senate

Organization and Government (policy committee name)

July 14, 2008 (Date the proposal is coming to the Senate on)

AS (Assigned by Senate Office)

First Reading (First or Final Reading)

(Sample Header)

Policy Recommendation:

Replaces S79-3, Greensheets (Syllabi)

Rescinds S79-3, ...-., ...-.. (Note – the original policy and all amendments must be rescinded)

Whereas: Since 1979 when SJSU last wrote a policy on greensheets there have been some important changes in instruction, and

Whereas: Greensheets provide an opportunity for faculty to openly communicate with students so that students more thoroughly understand the course requirements; and

Whereas: Greensheets uphold professional responsibility by providing full information to students to increase student success in the classroom; and

Whereas: As stated in university policy S99-8 Academic Freedom and Professional Responsibility, "Professional responsibility is the natural complement of the academic freedom essential to the university's mission. Through their responsible professional conduct, faculty members promote and protect academic freedom." and

Whereas: Responsible professional conduct includes announcing course requirements in a timely fashion; explaining how course grades are determined; assigning marks based only on criteria providing dependable evaluation of academic performance; and prohibiting the belated imposing of requirements not originally made clear; and therefore be it

Resolved: That the attached document replace S79-3 GREENSHEETS (SYLLABI)

Approved: (date)
Vote: (for-against-abstained)
Present: (members present)
Absent: (members absent)
Financial Impact: (costs)
Workload Impact: (workload impact if known)

(followed by new policy on clean page)

Greensheets (Syllabi)

Introduction: Greensheets help enable students to better understand and fulfill their responsibilities as learners in courses. They are a necessary tool in higher education to enable students to take part in the learning process through knowing what is expected of them and what they can expect from the course. Student success is aided by students knowing in advance as much as possible about the course requirements so that they can plan their study time and coordinate work on assignments from multiple courses. Student success is also aided by encouraging students to contact their professors and providing information about key university policies to which they are subject. In addition, greensheets provide an opportunity to model thorough, clear, professional communication.

A. General greensheet procedures

- Each member of the faculty at San Jose State University shall provide a greensheet to each student in every class, to be available no later than the first class meeting. Exceptions are made only with approval of the department chair.
- If the faculty member chooses to make the greensheet available only on-line and not distribute hard copies to students, it must be available not later than the first class meeting. The faculty member shall provide an electronic or hard copy of the greensheet to the department office for department files on or before the first day of class.
- The greensheet is an agreement to provide certain classroom experiences to students. While it may be changed as the semester develops, any changes must be communicated to the students. Changes to the greensheet are not allowed after the semester ends.

B. Each greensheet shall include, at a minimum, the following items.

1. Course Information

a) Basic information:

- San José State University
- Course title, number, and section; days and times taught, location of class
- Semester and year course is being taught
- Professor's name, office number and location
- Professor's contact information: include as much information as possible and at least one direct way for students to reach you, i.e. phone number(s) or email

NOTE: While not required, it is strongly recommended in the spirit of encouraging interaction with students, that faculty members include a statement of the method by which they prefer students to contact them to maximize successful communication between faculty and student.

b) Office hours and days

c) Course or section information:

- Description of the course from the University catalog augmented by section-specific description.
- Prerequisites

- Required and recommended texts, readers, or other reading materials
 - Any other necessary equipment/materials/fees
- d) Student learning objectives for the course, and if the course is GE, GE area student learning objectives
- e) Course requirements, e.g. papers, projects, exams, quizzes, homework, laboratory work, fieldwork, participation, etc.
- Tentative course calendar including assignment due dates, exam dates, date of final exam; you might want to include “subject to change with fair notice” as well.

NOTE: It should be noted that the Academic Vice President in a memorandum dated October 25, 1977 cites a university policy that states that there shall be an appropriate final examination or evaluation at the officially scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course.

- Since attendance per se may not be used as a criterion for grading, if you grade on participation (which can be used) some indication of how participation will be assessed should be included, pop quizzes, in-class writing assignments, conversation and discussion groups, etc.

NOTE: According to University policy F69-24, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

- f) Grading information:
- A statement of how you will determine letter grades for the course, including +/- grades if you use them
 - Extra credit options, if available
 - List of the percentage weight assigned to various class assignments
 - Penalty (if any) for late or missed work

2. University, College, or Department Policy Information

- a) Academic integrity statement (from the Office of Student Conduct and Ethical Development):
 “Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development. The policy on academic integrity can be found at http://sa.sjsu.edu/student_conduct.”
- b) Campus policy in compliance with the Americans with Disabilities Act:
 “If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the

building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with DRC to establish a record of their disability.”

- c) Policies or information required by the department, or college with which the class is associated.

APPENDIX

The following items are recommended for consideration. This list is not exhaustive.

- “In addition to my specifically posted office hours, I am available by arrangement.”
- An invitation to use office hours for help
- “You are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at http://sa.sjsu.edu/student_conduct.
- Expectations about classroom behavior; see Academic Senate Policy S90-5 on Student Rights and Responsibilities.
- As appropriate to your particular class, a definition of plagiarism, such as that found on the website of the Office of Student Conduct and Ethical Development at http://sa.sjsu.edu/student_conduct.
- “If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU’s Academic Integrity policy F06-1 requires approval by instructors.”
- Statement about whether collaboration is allowed and in what form.
- The name and contact information for the librarian liaison.
- Evacuation plan for the classroom.

-----SAMPLE PROPOSAL-----

PROPOSAL 2 – Sample of a proposal to amend an existing policy

SAN JOSE STATE UNIVERSITY

Academic Senate

Organization and Government Committee (Policy Committee Name)

July 14, 2008 (Date the proposal is coming to the Senate on) **AS** (Assigned by Senate Office)

First Reading (First or Final Reading)

(sample header)

**Policy Recommendation:
Amends F96-11, Academic Standards**

Amends F96-11 as previously amended by S88-2 (sample/not actual policy numbers) (note: all previous amendments should be listed, and a policy that already has 2 amendments needs to be rescinded and a new policy issued that incorporates all previous amendments into the new policy – see sample above.)

Whereas: A request was sent to the I.S.A. committee to clarify a statement in F96-11 ACADEMIC STANDARDS: PROBATION DISQUALIFICATION Policy

Whereas: Section D. Reinstatement following University Disqualification, subsection b. presently reads “the program of study developed with the appropriate graduate advisor was completed with a grade point average of B+ (3.3) or better in all units attempted”..... Therefore be it;

Resolved: That F96-11, Academic Standards, Section D. subsection b. be amended as follows:

Policy on Academic Probation and Disqualification

I. Undergraduate Students

Students studying for a baccalaureate degree are expected to maintain a grade point average of 2.0 or better in their academic work at SJSU and in their overall collegiate record in order to continue in good standing in the University. In determining a student’s eligibility to remain enrolled in the University, both quality of performance and progress toward the student’s objective are weighed. Use of grade points and grade point average for all letter-graded courses determines quality of performance. The length of time in meeting requirements is a factor in determining progress toward objectives.

A. University Probation

1. Academic Probation:

An undergraduate student is placed on academic probation if at any time the cumulative grade point average in all college work or cumulative grade point average at SJSU falls below a 2.0 average.

The Office of Admissions and Records will notify students who are placed on probation of that fact at the time semester grades are posted. Notification will refer students to their advisors for counseling.

An undergraduate student on academic probation will have a hold placed on her/his record and will not be allowed to participate in further registration activity until she/he has conferred with an advisor representing her/his major to design a formal program of study to raise her/his grade point average to at least 2.0 in the most expeditious manner. The registration hold will continue in place until the student achieves clearance from probation.

An undergraduate student on academic probation is restricted to a course load no greater than 12 units.

Students will remain on probation until they obtain clearance or are disqualified.

Undergraduate students are cleared from probation when they earn a cumulative grade point average of at least 2.0 in all academic work attempted and in that part of their work attempted at SJSU. They shall be so notified by the University that their probation has been cleared.

Establishing and evaluating the guidelines for programs of study will be the charge of the Admissions and Standards Committee.

2. Administrative-Academic Probation:

An undergraduate student may be placed on administrative-academic probation by action of the Associate Vice President for Undergraduate Studies for any of the following reasons:

- a. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms.
- b. Repeated failure to progress toward the stated degree or other program objective, including that resulting from assignment of 15 units of NC, when such failure appears to be due to circumstances within control of the student.
- c. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (examples: failure to complete a required practicum, failure to complete a specified number of units as a condition for receiving student financial aid.)

- d. Failure to satisfy the Entry Level Mathematics (ELM) and/or the English Placement Test (EPT) requirements, if an entering lower division student, before the end of the first semester of attendance at SJSU.

When placed on administrative-academic probation, the student will be notified in writing and provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

B. University Disqualification

1. Academic Disqualification:

Students on academic probation are subject to academic disqualification when:

- a. Lower division students (fewer than 60 units of college work complete) fall 15 or more grade points below a 2.0 average in all units attempted or in all units attempted at SJSU.
- b. Juniors (60-89 units of college work completed) fall 9 or more grade points below a 2.0 average in all units attempted or in all units attempted at SJSU.
- c. Seniors (90 units of college work completed) fall 6 or more grade points below a 2.0 average in all units attempted or in all units attempted at SJSU.

2. Administrative-Academic Disqualification:

A student who has been placed on administrative-academic probation may be disqualified from further attendance by action of the Associate Vice President for Undergraduate Studies if:

- a. The conditions for removal of administrative -academic probation are not met within the period specified.
- b. The student becomes subject to academic probation while on administrative-academic probation.
- c. The student becomes subject to administrative-academic probation for the same or similar reason for which she or he has been placed on administrative-academic probation previously, although not currently in such status.

When placed on administrative-academic disqualification, the student will be notified in writing and provided with an explanation of the basis for the action and the conditions for reinstatement, if appropriate.

C. Appeal of University Probation or University Disqualification:

In cases of error or extenuating circumstances, a student, upon receiving notice of probation or disqualification, may petition immediately to the Admissions and Standards Committee to appeal such action.

The critical step in the appeal process is consultation between the student and an advisor representing the major in which reinstatement is sought. A report of the consultation and the advisor's recommendation will be forwarded to the Admissions and Standards Committee.

In cases of extenuation, the student must present evidence of extenuating circumstances beyond control of the student that disrupted previously satisfactory academic performance and that such conditions no longer affect the student's academic work.

After review of the petition, the Admissions and Standards Committee will recommend to the Associate Vice President for Undergraduate Studies to confirm or rescind action.

Establishing and evaluating the procedure for the appeal process will be the charge of the Admissions and Standards Committee.

D. Reinstatement Following University Disqualification:

Students who wish to be readmitted to the University following disqualification must petition to the Admissions and Standards Committee for reinstatement and file an application for readmission to the Office of Admissions and Records.

The critical step in achieving reinstatement to the University following disqualification is consultation between the student and an advisor representing the major in which reinstatement is sought to design a program of study that addresses scholastic deficiencies and demonstrates that she or he is ready to resume rigorous academic work.

Students will be reinstated upon successful completion of the program of study.

Establishing and evaluating the guidelines for programs of study will be the charge of the Admissions and Standards Committee.

E. Academic Performance Standards Following Reinstatement:

Students readmitted following academic disqualification normally will be placed on academic probation. Readmitted students must raise their SJSU grade point average to 2.0 in order to achieve clear standing. Readmitted students must achieve a grade point average above 2.0 in each semester following reinstatement until they earn a SJSU grade point average of 2.0 or above. Failure to do so will result in a second disqualification from the University. Students disqualified from the University a second time must raise their SJSU grade point average to 2.0 by enrolling in Open University before applying for reinstatement.

F. Probation in the Major and Disqualification From the Major:

While students may maintain a grade point average of 2.0 or better in academic work at SJSU and in their overall collegiate record, their academic performance in their majors may fall below the minimum standards for those majors. In these cases, while students may remain in overall good standing in the University, they may be subject to disqualification from their major. Each college, school, department, and/or program (hereafter referred to as "program") may employ a policy of disqualifying students from the major.

Programs electing to use the disqualification from the major option should adhere to the following guidelines.

Students are subject to disqualification from the major when:

1. Their grade point average in the major is below 2.0.
2. They have been notified that they have been placed on probation in the major.
3. They have met with an advisor in the major to design a formal program of study to raise their grade point average in the major to 2.0 in the next semester of enrollment; and
4. They fail to achieve the minimum grade point average of 2.0 in the major during that semester.

Students disqualified under this policy will be notified by the program that they are no longer eligible to continue in the major and that their majors will be changed to Undeclared unless another major for which they are qualified is selected. Notification will refer students to their advisors for consultation.

In cases of error or extenuating circumstances, a student, upon receiving notice of probation or disqualification, may petition immediately to an appropriate faculty committee at the program level to appeal such action. In the case of a negative decision, the student may appeal to the Admissions and Standards Committee. After review of the petition, the Admissions and Standards Committee will make their recommendation to the Associate Vice President for Undergraduate Studies to confirm or rescind action.

Programs using the disqualification from the major policy may opt to reinstate disqualified students to the major. The critical step in achieving reinstatement to the major following disqualification from the major is consultation between the student and her or his advisor to design a program of study that addresses scholastic deficiencies and demonstrates that she or he is ready to resume rigorous academic work.

Students will be reinstated upon successful completion of the program of study.

This policy is not intended to change the criteria applicable to clinical practice in a program where factors other than grades may determine the qualifications necessary for successful practice in the field.

Programs may use program-specific criteria for determining probation in the major, disqualification from the major, and reinstatement into the major. Such criteria and procedures will be reviewed and approved by the Admissions and Standards Committee.

Programs employing a disqualification from the major policy must ensure that all students within the concerned majors are advised of this policy.

Establishing and evaluating the guidelines for programs of study and the procedure for petitioning for reinstatement will be the charge of the Admissions and Standards Committee.

II. Graduate Students

A. University Probation

1. Academic Probation

A post baccalaureate student (that is, a student enrolled in other than conditionally classified or classified graduate status) shall be subject to academic probation if his or her post baccalaureate grade-point average for units attempted at San Jose State University falls below 2.5.

Credential candidates must consult with their credential advisor to determine the grade point average at which academic probation is imposed.

A graduate student enrolled in a graduate degree program shall be subject to academic probation if a cumulative grade-point average of at least 3.0 (grade of B on a four-point scale) is not maintained in all units attempted subsequent to admission into the degree program in either conditionally classified or classified status. Courses taken at the lower-division level may be listed on a transcript but may not be used on a graduate program; grades from such courses are not figured into a graduate student grade-point average.

The Office of Admissions and Records will notify students who are placed on probation of that fact at the time semester grades are posted.

Graduate students are cleared from probation if the grade-point average is corrected to a B or better the semester following first notification of probationary status. Post baccalaureate, credential, and graduate students shall be so notified by the University that their probation has been cleared.

2. Administrative-Academic Probation

Section 41300 in Title 5 of the *California Code of Regulations* permits administrative-academic probation or disqualification from academic programs in the CSU for unsatisfactory scholastic progress regardless of cumulative grade-point average or progress points.

A graduate or post baccalaureate student may be placed on administrative-academic probation by the Associate Vice President for Graduate Studies and Research for the following reasons:

- a. withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms;
- b. failure to make satisfactory progress toward the graduate or postbaccalaureate objective;
- c. failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (examples: failure to take placement tests, failure to complete a required practicum).

Notice of these reasons for administrative-academic probation is provided to the Associate Vice President for Graduate Studies and Research by the coordinator of the graduate or post baccalaureate program to which the student has been accepted.

When placed on administrative-academic probation, the student will be notified in writing and will be provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

B. University Disqualification

1. Academic Disqualification

A graduate student who is on academic probation is subject to disqualification if he or she fails to earn better than a 3.0 grade-point average each term until the required 3.0 grade-point average is again established. This requires enrollment in at least one letter-graded course in each term that the student is on probation.

2. Administrative-Academic Disqualification

Upon notice by the coordinator of the graduate or post-baccalaureate program where the student has been placed on administrative-academic probation, the student may be disqualified from further attendance by the Associate Vice President for Graduate Studies and Research if:

- a. the conditions for removal of administrative-academic probation are not met within the period specified;
- b. the student becomes subject to academic probation while on administrative-academic probation;
- c. the student becomes subject to administrative-academic probation for the same or similar reason for which he or she has been placed on administrative-academic probation previously, whether or not the student is currently in such status.

When administrative-academic disqualification occurs the Associate Vice President, Graduate Studies and Research, will instruct the student regarding possible alternatives to the program for which the student is no longer eligible.

C. Appeal from University Probation or University Disqualification

Upon receiving notice of probation or disqualification from the University, if there are errors or extenuating circumstances, a student may immediately petition the Admissions and Standards Committee to appeal such action. Forms for this procedure may be obtained from the Office of Records, and the completed forms must be returned prior to the 15th day of the semester.

The critical step in the appeal process is consultation between the student and her/his advisor. A report of the consultation and the advisor's recommendation will be forwarded to the Admissions and Standards Committee.

In cases of extenuation, the student must present evidence of extenuating circumstances beyond the control of the student that disrupted previously satisfactory academic performance and that such conditions no longer affect the student's academic work.

After review of the petition, the Admissions and Standards Committee will make a recommendation to the Associate Vice President for Graduate Studies and Research to confirm or rescind action.

Establishing and evaluating the procedure for the appeal process will be the charge of the Admissions and Standards Committee.

D. Reinstatement following University Disqualification

Students who wish to be reinstated following disqualification must see their graduate advisor to develop a program of study appropriate to their proposed major for coursework to be taken through San Jose State University extension, Summer Session, Winter Session, or Open University. Courses graded CR/NC are not applicable for reinstatement purposes.

The program of study must consist of a minimum of six (6) units per semester of coursework and should contain only upper division (100-level) courses directly related to the student's major. A disqualified student is not permitted to enroll in graduate (200-level) courses.

Neither extension courses taken from another institution, nor 400-level courses taken from San Jose State University extension, nor lower-division courses taken from this or any other institution, are appropriate for reinstatement purposes for a post baccalaureate or graduate student.

If the academic deficiency occurred in the major field, the program of study during disqualification must include work applicable to the major. If the student who has been disqualified plans to pursue a different degree program upon readmission to the University, then the program of study

during disqualification must show whether the student has the capacity to complete the new graduate or post baccalaureate objective, and must be developed with the graduate advisor for the proposed degree program.

Completion of the program of study does not mean that the disqualified student will be reinstated, only that a petition for reinstatement will be considered. Courses taken for the purpose of achieving reinstatement will not be applicable toward requirements for a master's degree.

After at least one semester has elapsed following disqualification, and after the program of study has been completed, the disqualified student may file a petition for reinstatement at San Jose State University with the Admissions and Standards Committee. The petition may be obtained from the Office of Admissions and Records, and must be submitted at least 30 days prior to the first day of the semester in which the student wishes to be reinstated. The Admissions and Standards Committee will review petitions by post baccalaureate and graduate students following disqualification and will make its recommendations to the Associate Vice President, Graduate Studies and Research. The Admissions and Standards Committee will not recommend reinstatement unless

- a) the program of study which the student completed during disqualification demonstrates the student's capacity to complete successfully the work contemplated upon readmission to the University, and
- b) the program of study developed with the appropriate graduate advisor was completed with a an overall (~~strikethrough removed text and underline inserted text~~) grade-point average of B+ (3.3) or better in all units attempted. The minimum program of study is two courses totaling six (6) or more units. More units may be required by the advisor.

Petitions for reinstatement will not be accepted from students who have been disqualified from the University more than once.

Reinstatement in the University does not assure readmission to a specific degree objective. Disqualified students seeking readmission to the University are subject to the same enrollment limitations and admission application requirements as all other applicants. Application for readmission to the University is required of all students who have not been in attendance for one or more semesters.

E. After Readmission

A graduate student reinstated following disqualification is normally placed on probation until the San Jose State University cumulative grade-point average is raised to 3.0. The graduate student reinstated on probation must achieve a grade-point average better than 3.0 each semester following readmission until such time as he or she has earned a cumulative San Jose State University grade-point average of 3.0. Failure to attain an average of 3.0 or above each semester will result in a second, and final, disqualification.

A post baccalaureate student readmitted following disqualification is normally placed on probation until the San Jose State University cumulative post baccalaureate grade-point average is raised to 2.50. The student readmitted after probation must attain a grade-point average above 2.5 each semester after readmission until the cumulative grade-point average is raised to 2.5. Failure to maintain a grade-point average above 2.5 until the cumulative grade-point average is 2.5 will result in a second, and final, disqualification.

Credential candidates are subject to the grade-point average requirements dictated by the State Department of Education and will be notified of those requirements by the departments in the College of Education in which they are seeking credential preparation.

Approved: (date)
Vote: (for-against-abstained)
Present: (members present)
Absent: (members absent)
Financial Impact: (costs)
Workload Impact: (workload impact if known)