

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

**F11-2, Policy Recommendation, Required Enrollment for
Report-in-Progress (RP) Units**

Legislative History:

At its meeting of October 10, 2011, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Instruction and Student Affairs Committee.

Action by University President: Approved by President Qayoumi
on October 19, 2011

**Policy Recommendation
Required Enrollment for Report-in-Progress (RP) Units**

- Whereas Graduate students receive a Report in Progress (RP) grade on thesis or project courses while they are in the process of completing their research, scholarly or creative activity (RSCA), and/or report; and
- Whereas RSCA involves considerable University resources including faculty and staff time and library resources; and
- Whereas Payment of fees for these services sets a standard to the student, faculty, and university that the professional nature of the relationship must be respected and that all parties involved must provide their needed and timely input in the process; and
- Whereas In the CSU there is a two-tiered payment structure (6 units or less or greater than 6 units) in regular session courses. Fees for solely 1 unit can be charged only through Extended Studies; and
- Whereas Most universities require enrollment (with fees) of graduate students as they work on their RSCA, including at least 9 other CSU campuses; and
- Whereas Registration fees for RP units have the unanimous support of the University Graduate Studies & Research Committee; therefore be it
- Resolved

1. Effective Fall 2012, students who are in “Report in Progress status” must enroll in regular session classes or an Extended Studies special session section for 1 unit unless they have petitioned for and received an official leave of absence from the university. Students must be enrolled in either the special session section or regular sessions classes each semester they are in “Report in Progress status”. Verification of their enrollment will be completed prior to processing their “Verification of Culminating Experience” memo.
2. The special session fee will be set by the Provost and Academic Planning and approved by the Campus Fee Advisory Committee. The Provost will determine a plan for fair and equitable distribution of the fees collected that includes percentages for the college and department that can be allocated at their discretion. Late fees will apply for students who enroll in this section after the semester add deadline.
3. Students who register in courses in which RP is a grading option will be notified of this policy and the fee ramifications if an RP grade is earned. All reading committee, project, and thesis advisors in classes in which RP is a grading option must be notified of the fee ramifications and timeline applicable if an RP grade is awarded. Students who earn an “RP” grade will be notified on how to add the special sessions’ course and how to petition for a leave of absence if necessary.
4. Appeals of the RP fee on the basis that the delay in completing the report was substantially beyond the student’s control can be made to the Office of Graduate Studies & Research. Appeals must be made at least one week before the first day of instruction of the next semester after earning an RP. Results of the appeal will be communicated to the student within two weeks of the student filing the appeal.

Approved: September 12, 2011

Vote: 14-1-0

Present: Steve Branz (non-voting), Bill Campsey, Yan Yin Choy, Victor Culatta, Jean-Luc Desalvo, Caroline Fee, Stacy Gleixner (Chair), Richard Kelley, Art King, Deanna Peck, Tanmay Sharma, Arlando Smith, Marian Sofish, Katrina Swanson, Sheryl Walters, Ken Wharton

Financial Impact: Minimal addition of funds to University through added fee collection, financial cost to students

Workload Impact: Additional workload to Graduate Admissions & Program Evaluations to review registration of students with RP units prior to processing “Verification of Culminating Experience;” additional registrar workload to transfer students to special session status and review leave of absence petitions; additional Graduate Studies & Research workload to review appeals

