

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

**F15-3, University Policy, Establishing a Committed Presence in a Class**

**Legislative History: Amends S05-12**

At its meeting of October 5, 2015, the Academic Senate approved the following policy recommendation presented by Senator Kaufman for the Instruction and Student Affairs Committee.

**Background:** University policy S05-12 set the guidelines and some procedures for a refund schedule for students when they drop a class as well as for use of the “W” symbol on transcripts. According to that policy, instructors are permitted to drop students from in-person classes if they did not attend the first class meeting. Since that time, however, online classes have become far more prevalent, which has led to the question of how to track student commitment to a class that does not meet in person. This policy revision adds a clause to determine how students establish a committed presence in online classes (section 2b below). It also shortens the time during which students are required to establish their presence and makes the requirements parallel between in-person and online classes.

**Action by University President: Approved on October 18, 2015 by Interim President Susan W. Martin**

**University Policy:  
Establishing a Committed Presence in Class**

Resolved: The first full paragraph of Section 2 of S05-12 shall be modified to read:

Six instructional days before Census Day, i.e. the 14th day of instruction, is the last day for the student to add a class; this is also the last day for an instructor to drop a student who fails to establish a committed presence in the class. “Establishing a committed presence” is defined as the following options for the student:

- In-person classes. Attending the first class meeting or informing the instructor of the intention to continue in the class before 48 hours after the first official class meeting.
- Online classes. Logging on to the LMS class shell on the first scheduled day of the class or informing the instructor of the intention to continue in the class before 48 hours after the official class start date.

Approved: 9/21/15  
Vote: 15-0-0  
Present: Walters, Sofish, Kelley, Kaufman, Sullivan-Green, Medina, Sen, Khan, Wilson, Branz (non-voting), Bruck (non-voting), Medrano, Gay, Abdukheir, Amante, Brooks, Rees  
Absent: Campsey  
Financial Impact: None  
Workload Impact: None