Appendix C

Western Association of Schools and Colleges (WASC) Stipulated Policies

For each category listed in the stipulated policies section (page 126) of the WASC Handbook links are provided below to relevant SJSU information (policy, procedures, etc).

Stipulated Policies

I. Institutional Integrity:

A. A widely disseminated, written policy statement of commitment to academic freedom in teaching, learning, research, publication, and oral presentation.

S99-11 Conflict of Interest Policy for Principal Investigators

S94-8 Policy on Research, Scholarship and Creative Activity; Grants; Academic Freedom

B. Due process procedures that demonstrate faculty and students are protected in their quest for truth.

S99-8 Academic Freedom and Professional Responsibility

S97-8 Student Fairness Committee; Grades and Grade Appeals; Student Grievances; Student Rights

F96-11 Academic Standards; Probation; Disqualification

C. Written policies on due process and grievance procedures for faculty, staff and students.

1. Faculty

S98-8 Appointment, Retention, Tenure and Promotion Criteria, Standards and Procedures for Regular Faculty Employees (responses/rebuttals under procedures sections)

S00-2 Implementation of Faculty Merit Increase (section IV F - appeal process)

Collective Bargaining Contract

2. Staff
Collective Bargaining Contract

3. Students

S97-8 Student Fairness Committee; Grades and Grade Appeals; Student Grievances; Student Rights

D. A clear statement of institutional policies, requirements, and expectations to current and prospective employees.

Faculty - CFA Contract Article 20 “Workload

All Employees

Administrative (Management Personnel Plan) Employess

E. Institutionally developed and published non-discrimination, equal opportunity, and affirmative action policies.

CFA Contract Article 16 “Non-Discrimination

S01-13 Commitment to a Campus Climate that Values Diversity & Equal Opportunity

F. Clearly written policies on conflict of interest for board, administration, faculty, and staff, including appropriate limitations on the relations of business, industry, government, and private donors to research in the institution.

S99-11 Conflict of Interests Policy for Principal Investigators

Senate Bill 41 CSU Contract Restrictions

CFA Contract Article 35 “Outside Employment

G. A clear statement that the institution agrees to abide by WASC Policy on Substantive Change and the Policy on Distance and Technology-Meditated Instruction.

S 01-10 Distance Education Courses and Programs

S04-3 Substantive Change

II. Research
A. Policies covering human subjects and animals in research, classified research, patent provisions, cooperative research relations with industry, and other similar issues related to the integrity and independence of the research enterprise.

**F00-1 Policy for Protection of Human Research Subject: Ethics: Institutional Review Board**

**F97-6 Policy and Assurance for Humane Care and Use of Animals at San José State University**

B. Institutions that support applied research having the potential for producing significant revenue have clear policies on how faculty responsible for such research share revenue from patents, licenses, and sales. Institutions supporting entrepreneurial activity of faculty of institutionally sponsored research parks have clear policies covering the involvement of faculty in such ventures, the protection of basic research, and the publication of research results.

**F98-3 Intellectual/Creative Property**

**Article 39 â€“ Intellectual Property Rights**

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**III. Educational Programs**

A. Precise, accurate, and current information in printed material regarding

a) Educational purposes

**The Mission of San Jose State University**

**S98-11 General Education Program Guidelines** Modified by S01-11 and S01-14

b) Degrees, curricular programs, educational resources, and course offerings

**Academic Program**

c) Student charges and other financial obligations, student financial aid, and fee refund policies

**Financial Resources**

d) Requirements for admission and for achievement of degrees

**SJSU Catalog** â€“ Admission Procedures and Policies
e) Names of administration, faculty, and governing board

SJSU Faculty

Presidential Staff

Office of the Chancellor

Board of Trustees

B. Publications that make clear the status (e.g., full-time, part-time, adjunct) of each faculty member.

Catalog web directory, faculty/staff directory (search/view by department)

C. Clearly articulated policies for the transfer of credit to ensure that students who transfer in with general education course credits meet the institution’s own standards for the completion of the general education requirement.

SJSU Articulation Office

Articulation and General Education

S98-11 General Education Program Guidelines Modified by S01-11 and S01-14

S77-8 Transferability of Credit by Examination

D. Policies and procedures for additions and deletions of programs.

S99-4 Degree Termination

Graduate Programs

Undergraduate Programs

Undergraduate Curricular Issues

E. Requirements for continuation in, or termination from, academic programs, and a policy for readmission of students who are disqualified for academic reasons.

S00-10 Academic Renewal

F96-11 Academic Standards; Probation; Disqualification
F. Clearly stated graduation requirements that are consistently applied to the degree certification process.

**Graduation Writing Requirement**

**Undergraduate Degree (graduation) Requirements**

**Graduate Degree (graduation) Requirements**

**F88-9 BA/BS Differentiation and Definition**

**F85-1 Time Limit on Graduation Requirements**

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**IV. Faculty**

A. Personnel policies governing employment of teaching fellows and assistants.

**F01-3 Teaching Associate Fee Waivers**

**S00-7 Modification to S99-2 The Employment of Teaching Associates and Graduate Assistants**

**S99-2 Modification to S98-10, The Employment of Teaching Associates and Graduate Assistants**

B. Policy designed to integrate part-time faculty appropriately into the life of the institution.

**F03-1 Policy Recommendation** Amendment to the **Constitution of the Academic Senate**

Temporary faculty eligible to serve in Academic Senate.

**F99-6 Appointment and Evaluation Policy for Temporary Faculty**

**Senate By-law 5.4** (part time faculty are eligible for committee service)

C. Explicit and equitable faculty personnel policies and procedures.

**F02-4 Departmental Voting Rights Modifies S98-2**

**S98-8 Appointment, Retention, Tenure and Promotion Criteria, Standards and Procedures for Regular Faculty Employees**

D. Policies on salaries and benefits.
CSU Salary Schedule (In PDF file, click on R03 Faculty Step Schedule, pg. 157 Instructional Faculty)

S00-2 Implementation of Faculty Merit Increase (FMI) and Service Salary Step Increase (SSI) Programs for unit 3 Faculty Employees Related FMI Actions.

E. Policies for faculty and staff regarding privacy and accessibility of information.

F97-7 Privacy of Electronic Information and Communications

V. Library

A. Written library collection development and weeding policies, including the basis for accepting gifts.

S03-5 Library Policy for San Jose State University Replaces F98-5 as amended by S99-3 and S99-5. In policy, 7.2 Discarding Materials; 7.3 Disposal of Discarded Materials.

VI. Students

A. Admission and retention policies and procedures, with particular attention to the application of sound admission and retention policies for athletes, international students, and other cases where unusual pressures may be anticipated.

F96-11 Academic Standards, Probation, Disqualification

Freshman Admission Requirements

Transfer Admission Requirement

General Undergraduate Admission Information

International Programs and Services

Intercollegiate Athletics

Note: Special admissions for athletes are the same as for institutional special admissions, and are under the authority of regular academic structures. There is only one committee for considering special admissions to the University. The committee is housed in the Division of Academic Affairs under the Provost.
B. Clearly defined admissions policies attentive to the special needs of international students.

**International Programs & Service**

C. Policies on student rights and responsibilities, including the rights of due process and redress of grievances.


**S97-8 Student Fairness Committee; Grades and Grade Appeals; Student Grievances; Student Rights**

**S04-12 Academic Integrity Policy (Replaces F88-1, S98-1, S02-4, S03-7)**

D. Publications that include policies and rules defining inappropriate student conduct.

**Policies Related to Plagiarism**

**S03-7 Resolution on Honor Code/Academic Dishonesty**, Modifies F88-10

E. A policy regarding fee refunds that is uniformly administered, and consistent with customary standards.

**Fees and Financial Assistance**

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**VII. Finances**

A. Policies, guidelines, and processes for developing the budget.

**Budget Policies**

B. Clearly defined and implemented policies with regard to cash management and investments, approved by the governing board.

**The California State University Investment Policy**

C. Policies and a code of ethics for employees involved in buying, bidding, or providing purchase orders.
D. Policies regarding fundraising activities that comply with sound ethical accounting and financial principles.

Giving to San Jose State University

Ways to Give

Giving (SJSU Foundation)