

1 SAN JOSE STATE UNIVERSITY
2 Academic Senate
3 Instruction & Student Affairs Committee
4 October 5, 2015
5 Final Reading

AS 1581

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7 Policy recommendation:
8 Establishing a committed presence in a class
9

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11 Background: University policy S05-12 set the guidelines and some procedures for a
12 refund schedule for students when they drop a class as well as for use of
13 the “W” symbol on transcripts. According to that policy, instructors are
14 permitted to drop students from in-person classes if they did not attend
15 the first class meeting. Since that time, however, online classes have
16 become far more prevalent, which has led to the question of how to track
17 student commitment to a class that does not meet in person. This policy
18 revision adds a clause to determine how students establish a committed
19 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.

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

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

- 27
28 • In-person classes. Attending the first class meeting or informing
29 the instructor of the intention to continue in the class within 48
30 hours after the first official class meeting.
31 • Online classes. Logging on to the LMS the first day of the class or
32 informing the instructor of the intention to continue in the class
33 within 48 hours after the official class start date.
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38 Approved:

39 Vote: 9/21/15

40 Present: 15-0-0

41 Walters, Sofish, Kelley, Kaufman, Sullivan-Green, Medina, Sen,

42 Khan, Wilson, Branz (non-voting), Bruck (non-voting), Medrano, Gay,

Absent: Abdukheir, Amante, Brooks, Rees

43 Financial impact: Campsey

44 Workload impact: None.

None.