



**San José State**  
UNIVERSITY

A campus of The California State University

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Office of the Academic Senate • One Washington Square • San Jose, California 95192-0024 • 408-924-2440 • Fax: 408-924-2451

**F01-2**

At its meeting of December 3, 2001, the Academic Senate passed the following Policy Recommendation presented by Ken Nuger for the Instruction and Student Affairs Committee.

**POLICY RECOMMENDATION  
EXEMPTION FROM THE LATE DROP POLICY**

Modifies S99-12

Whereas: A department, school or college may have valid reasons to approve or reject student late drop requests for their courses and

Whereas: The current policy also may prevent a department, school or college from effectively monitoring the sequence of courses students must complete to remain in compliance with major requirements and/or credentialing and licensing requirements, and

Whereas: Currently there is no formal provision for a department, school or college to apply for and receive an exemption from the late drop provisions of S99-12, thereby inhibiting their ability to monitor in a timely fashion their students' course progression and

Whereas: Currently, exemptions to the current late drop provisions of S99-12 are granted on an annual, undefined ad hoc basis, be it

Resolved: That the attached revision to S99-12 be adopted, with its implementation beginning no later than August 1, 2002

**ACTION BY THE UNIVERSITY PRESIDENT:**

## Drop Policy and the "W" Symbol

1. The consequences of dropping a course are to be determined by the following schedule:

Refund Day: Last day for a student to drop a class with a refund

One instructional day before Census Day: Last day for the student to add a class; also the last day for instructor drops

Six instructional days before Census Day: Last day to drop a class without a "W"

2. Refund Day is the 14th day of instruction; Census Day is the 20th day of instruction; The last day to drop without a "W" is the 14<sup>th</sup> day of instruction: The last day to add a class is the 19<sup>th</sup> day of instruction.
3. After the 14th day of instruction (six instructional days before Census Day), a student may withdraw from class only for "serious and compelling reasons" which shall be defined as circumstances and genuine emergencies beyond the student's control.
4. These circumstances must be documented with such evidence as death certificates (or equivalent) of immediate family members, letters from employers, or notes from doctors. Failure, or anticipated failure, or non-attendance, is not a valid reason for withdrawing from a course.
5. The Vice President for Student Affairs shall develop a list of acceptable circumstances and guidelines for certification of said circumstances, petition forms to be issued to all colleges (which shall include space to state the reasons for the proposed withdrawal, and the current grade the student is earning), and appropriate sanctions for those submitting fraudulent certification.
6. The President shall appoint one individual (in accordance with Executive Order 268) to administer course and university withdrawals. This individual will be responsible for distributing and receiving petitions, verifying certification, and approving withdrawal from the University. A department, school or college, (hereafter referred to as an academic unit) that wishes to be exempt from this provision may apply for an exemption for a period of three years by submitting a written statement to the Undergraduate or if appropriate, the Graduate Studies Office, explaining how an exemption best serves its academic mission. Upon receipt, either the Associate Vice President of the Undergraduate or Graduate Studies Office shall either approve or deny the exemption request. If the exemption request is approved, the exempted academic unit's highest ranking administrative officer shall have the authority to approve or deny late drop petitions for their courses for a period of three academic years, beginning with the semester the exemption request was granted. The highest ranking administrative officer for a department is the department chair; for a school, the highest ranking administrative officer is the program director and for a college, the highest ranking administrative officer is the dean. Within 3 working days of approving or denying a late drop petition, an academic unit shall convey the decision to the President's appointee using electronic mail and also send to the President's appointee the original, signed late drop petition and a copy of all other supporting materials related to the late drop petition. In the event of an approved late drop petition, upon notification by the administrative unit, the President's appointee shall then immediately notify the appropriate administrative units of the late drop decision.

7. In the case of course withdrawals, students must first obtain the faculty member's signature. This signature indicates that the student has been advised of his/her options regarding the course. Students will be advised about the possible negative impact of the "W" on their transcript and where appropriate, be encouraged to consult with the Student Resource Center. If a faculty member does not sign the petition, the matter will be resolved either by the President's appointee or the highest ranking administrative officer for the exempted academic unit. The President's appointee or the highest ranking administrative officer of the exempted academic unit will verify the certification that the student uses to indicate "serious and compelling" reasons for needing to withdraw before signing the petition.
8. When a "W" appears on a student's transcript, the transcript will contain a notice that withdrawals at San Jose State University are given only for circumstances beyond the student's control, and not for any other reason, including academic performance. The "W" will remain uncounted in the student's GPA, as before.
9. The option of the Incomplete remains, as before.
10. Nothing in the above prevents an instructor from dropping a student who has neither attended class nor contacted the instructor by the "Instructor Drop" deadline which is one instructional day before Census Day.
11. A "U" remains appropriate to assign when a student, who is enrolled on Census Day, does not successfully petition for a "W" but fails to complete course requirements, and those assignments which were completed were insufficient to make normal evaluation of academic performance possible.