

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

**F13-2, Amendment A, Technology Intensive, Hybrid and Online Courses and Programs**

**Legislative History: Amends F13-2**

At its meeting of April 25, 2016, the Academic Senate approved the following policy recommendation presented by Senator Mathur for the Curriculum and Research Committee. This amendment modifies University policy F13-2 to remove proctoring as an extra fee exemplar.

**Approved and signed by Interim  
President Susan W. Martin on  
May 2, 2016.**

**Amendment A to University Policy F13-2  
Technology Intensive, Hybrid and Online Courses and  
Programs**

- Whereas:** CSU Executive Order 1078 states that students cannot be charged additional miscellaneous courses fees other than for field trips and in university policy F13-2 there is a statement in II.A.1.c regarding extra fees that includes proctoring as an extra fee exemplar; therefore be it
- Resolved:** That the current II.A.1.c statement is removed and substituted with “c. Any course that requires students to pay extra fees for field trips (only allowable course fee according to CSU Executive Order 1078) must indicate so on the syllabus.”
- Rationale:** CSU Executive Order 1078 established the mandatory Student Success, Excellence and Technology Fee (SSETF) and noted that this fee replaced all existing miscellaneous course fees (with the exception of field trips). In some online and hybrid courses instructors have been requiring students to use proctoring services that are external to the course and/or to the university. The cost of these proctoring services constitute ‘extra fees’ and thus are not allowable by the executive order. This amendment corrects the error in the extra fees exemplar described in the F13-2 policy.

**Approved (C&R):** April 11, 2016  
**Vote:** 8-0-0  
**Present:** Anagnos, Buzanski, Clements, Heil, Mathur, Schultz-Krohn, Sibley, Stacks  
**Absent:** Bacich, Backer, Matoush, Sarras  
**Curricular Impact:** None anticipated.  
**Financial Impact:** None anticipated.  
**Workload Impact:** None anticipated.