

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

**F15-12, University Policy, Attendance and Participation**

**Legislative History: Rescinds F69-24**

At its meeting of November 30, 2015, the Academic Senate approved the following policy recommendation presented by Senator Kaufman for the Instruction and Student Affairs Committee.

University Policy F69-24 ('Attendance') established that "attendance, per se, could not be used as a criterion for grading." University policy F06-2 ('Greensheets') reiterated this and stated that "if you grade on participation (which can be used) some indication of how participation will be assessed should be included,..." Despite this clarification, there is still confusion about the distinction between attendance and participation, and a significant number of cases still come to Student Fairness in which faculty have not disclosed the manner in which participation shall be included in a course grade. This replacement for F69-24 further clarifies what is necessary if a faculty member wants to use participation as part of a course grade.

**Approved and signed by Interim President  
Susan W. Martin on January 12, 2016.**

**University Policy  
Attendance and Participation**

**Whereas:** Confusion exists among faculty and students about University policy about grading on attendance and participation

**Resolved:** that F69-24 (Attendance) be rescinded.

**Resolved:** Attendance shall not be used as a criterion for grading.

**Resolved:** Students are expected to attend all meetings for the courses in which they are enrolled as they are responsible for material discussed therein, and active participation is frequently essential to ensure maximum benefit to all class members. In some cases, attendance is fundamental to course objectives; for example, students may be required to interact with others in the class. Attendance is the responsibility of the student.

**Resolved:** Participation may be used as a criterion for grading when the parameters and their evaluation are clearly defined in the course syllabus and the percentage of the overall grade is stated.

Approved: November 16, 2015

Vote: 14-1-0

Present: Walters, Sofish, Kaufman, Medina, Sen, Khan, Wilson, Medrano, Gay, Abukhdeir, Amante, Campsey, Simpson, Branz (non-voting), Bruck (non-voting), Rees, Brooks

Absent: Sullivan-Green