

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

**Amendment B to University Policy S15-3, Leaves of Absence for Students**

**Legislative History:**

At its meeting of February 7, 2022, the Academic Senate approved Amendment B to University Policy S15-3 presented to the Academic Senate by Senator Hart for the Organization and Government Committee. The reorganization of Undergraduate Education and the College of Graduate Studies (CGS) resulted in title changes to the roles named in the Leave-of-Absence Committee. Amendment B corrects these titles and designates the Associate Dean of Inclusive Student Success to replace the Associate Dean of Graduate Studies seat as explained below.

**ACTION BY THE UNIVERSITY PRESIDENT:**

**Approved and signed by Interim  
President, Steve Perez, San José  
State University on February 14, 2022.**

**Amendment B to University Policy S15-3:  
Leaves of Absence for Students**

**Amends:** University Policy S15-3, Leaves of Absence for Students.

**Whereas:** Leaves of absence (LOA) for students have been granted for many years at SJSU; and

**Whereas:** Students have the right to substantiate that personal and/or financial hardships affect their educational goals; and

**Whereas:** Changes in position titles in the Office of Undergraduate Education and the College of Graduate Studies necessitate an update to the membership of the Leaves of Absence Committee; therefore be it

**Resolved:** That Section III, Process, second paragraph, in University Policy S15-3 be amended as follows: For first-semester, retroactive, and educational leaves, or in cases in which the Registrar determines that a university review is needed, the petition shall be forwarded for ultimate decision to a Leave-of-Absence Committee consisting of the Vice President for Student Affairs (or designee), the Associate Dean of Undergraduate Education and the Associate Dean of Inclusive Student Success from the College of

Graduate Studies, with a majority vote required for approval. The Registrar or designee shall also serve as a nonvoting member of this committee. Students awarded a leave of absence may return to active enrollment the semester following the leave without application for re-admission. These students are guaranteed the right to return to their department and degree program even if that program has restricted access during the time of the approved leave, such as by admission caps. The Registrar shall inform the departments/schools of the award, denial, extension, and duration of leaves within a timely period.

**Rationale:** The reorganization of Undergraduate Education and the College of Graduate Studies (CGS) came with title changes to the roles named in the Leave-of-Absence Committee. At this time there is no Associate Dean of Undergraduate Studies, but rather an Associate Dean of Undergraduate Education. This minor editorial change can be instituted through Bylaw 10.1.

Further, whereas before there was one Associate Dean of Graduate Studies, now there are two: the Associate Dean of Graduate Programs and the Associate Dean of Inclusive Student Success.

Having consulted with the leadership of CGS and subsequently deliberated on the matter, O&G recommends that CGS's Associate Dean for Inclusive Student Success serve on the Leave-of-Absence Committee, as the specialization and expertise associated with this role seems to be the most appropriate match.

**Approved:** February 1, 2022

**Vote:** 9-0-0

**Present:** Baur, Hart, Higgins, Jochim, Kataoka, Millora, Muñoz-Muñoz, Sandoval-Rios, Tian

**Absent:** Zhao

**Financial impact:** None anticipated.

**Workload impact:** None anticipated.