

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

**S20-9, University Policy, Instructor Drop Policy**

**Effective: Immediately**

**Legislative History:**

On May 11, 2020, the Academic Senate approved the following policy recommendation presented by Senator Sullivan-Green for the Instruction and Student Affairs Committee. Policies, dating back through the 1990s, have been related to dropping courses after Advanced Registration. Most recently, F04-2, which was predated by F01-2, S99-12, S99-7, S93-13, and S93-10, focused mainly on the administrative consequences, i.e. refunds, census calendar, and late drops, and not on the circumstances leading to the instructor drop. Policy S93-5 made reference to the rights of an instructor to drop students from a course, though did not clarify the responsibilities of an instructor who does so.

**ACTION BY UNIVERSITY PRESIDENT:**

**Signed and approved by  
President Mary A. Papazian  
San José State University on  
June 9, 2020.**

**Whereas:** Students should not be dropped from courses without their knowledge and without clear rationale, and

**Whereas:** There exists no dedicated university policy regarding instructor drops, therefore be it

**Resolved:** That the following be adopted.

Approved: May 4, 2020

Vote: 13-0-0

Present: Delgadillo, Honda (non-voting), Jackson (non-voting), Kim, Kitajima, Parent, Roque, Sen, Sorkhabi, Sullivan-Green, Trang, Wilson, Wolcott, Yao (Sofish)

Absent: Rollerson, Walters

Financial Impact: None.

Workload Impact: A small increase in work for instructors to track their communication with students they intend to drop.

# University Policy

## Instructor Drop Policy

It is the responsibility of the student to make sure classes are dropped. While instructors are not required to drop students, they are permitted to do so if a student:

1. Does not establish a committed presence in the class, as per F15-3. F15-3 defines committed presence as:
  - In-person classes. Attending the first class meeting or informing the instructor of the intention to continue in the class within 48 hours after the first official class meeting.
  - Online classes. Logging on to the Learning Management System class shell on the first scheduled day of class or informing the instructor of the intention to continue in the class within 48 hours after the first day of instruction.

Or,

2. Does not meet the stated course prerequisites or departmental requirements.

All instructor drops must be communicated directly to the student in writing by the instructor through MySJSU (student's email on record). Instructors must state the reason for the drop, as defined above, and provide a timeline by which they will drop the student that gives the student time to respond that enables the instructor to follow the Registrar's Office deadlines. Documentation of the written notification to the student should be kept on file. All instructor drop requests are due by the date posted on the Registrar's Calendar, available at [www.sjsu.edu/registrar/calendar](http://www.sjsu.edu/registrar/calendar).

Students have the responsibility to ensure they establish a committed presence, as defined above and in F15-3, and to meet the stated course prerequisites. If a student does not drop prior to the drop deadline, they must petition to drop a course with a "W" (Withdrawal). Otherwise, the student will receive either a "WU" (Withdrawal Unauthorized) or a "F" at the end of the semester. See the Academic Advising and Retention Services (AARS) website for details, available at: <http://www.sjsu.edu/aars/>