

SAN JOSE STATE COLLEGE

ACADEMIC COUNCIL

ACADEMIC COUNCIL POLICY RECOMMENDATION #S71-13

At its meeting of March 22, 1971, the Academic Council approved the following policy (supersedes #F68-23, Change of Study List) presented by Chairman Elveda Smith of the Curriculum Committee.

Change of Study List

A student may drop or add courses, with the consent of instructor and the advisor's approval, through the third week of instruction. Signatures of instructors involved and the advisor will be required on the registration forms. A change is not officially made until all registration cards have been filled out properly, signatures obtained, and the cards filed with the Registrar within the periods listed in the Schedule of Classes. No record is made of courses dropped through the third week of instruction on the student's permanent record.

After the first three weeks a student may drop a course if he is doing "C" work or better. He must request necessary forms from the Dean of his School. Unclassified graduate students will initiate this procedure with the Dean of Graduate Studies and Research. The Dean of the School or the Dean of Graduate Studies will send a form to the teacher of the course to be dropped in order to verify the student's grade. If the student is doing "C" work or better, the request will be granted. Upon approval, a "W" grade will be recorded on the student's permanent record.

If, for reasons beyond his control, a student wishes to drop a course and his situation does not fit the categories above, he must request necessary forms and a petition from the appropriate Dean's office. The petition must be approved by the Dean in order that a late change in study list be allowed. The student will receive a "W" for the course if his petition is approved. A student who drops a course unofficially will be assigned a failing mark for that course.

RECEIVED ACTION BY COLLEGE PRESIDENT:

APR 14 1971

PRESIDENT
San Jose State College

Copies to:

*AVP
all Deans*

*Approved, 4/24/71
John H. Bernal*