



San José State
UNIVERSITY

A campus of The California State University

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S99-12

At its meeting of May 3, 1999, the Academic Senate passed the following Policy Recommendation presented by Sally Veregge for the Instruction and Student Affairs Committee.

POLICY RECOMMENDATION
AMENDMENT OF THE DROP POLICY (S97-7)

Whereas: The current drop policy (S97-7) specifies that the last day to drop a class without "serious and compelling reasons" is the 20th day of instruction (Census Day) and the last day to add a class is also the 20th day of instruction, and

Whereas: Because the add and drop deadlines fall on the same day, instructors do not necessarily know which, if any, students have dropped a class by the last day to add; thus, instructors in impacted classes are not able to add students to classes where vacancies have been created by students who drop on the 20th day of instruction, and

Whereas: If the drop date precedes the add date by 5 instructional days, instructors will be able to verify, via updated rosters, openings created by students who have dropped,

Resolved: That the following Amendments to S97-7 be adopted, and

Resolved: That the amendments be implemented for the Fall 1999 semester if possible, but no later than Spring 2000.

ACTION BY THE UNIVERSITY PRESIDENT:
Approved by President Robert Caret on July 6, 1999.

Drop Policy and the "W" Symbol

1. The consequences of dropping a course are to be determined by the following schedule:

Refund Day: Last day for a student to drop a class with a refund

One instructional day before Census Day: Last day for the student to add a class; also the last day for instructor drops

Six instructional days before Census Day: Last day to drop a class without a "W"

2. Refund Day is the 14th day of instruction; Census Day is the 20th day of instruction; The last day to drop without a "W" is the 14th day of instruction: The last day to add a class is the 19th day of instruction.
3. After the 14th day of instruction (six instructional days before Census Day), a student may withdraw from class only for "serious and compelling reasons" which shall be defined as circumstances and genuine emergencies beyond the student's control.
4. These circumstances must be documented with such evidence as death certificates (or equivalent) of immediate family members, letters from employers, or notes from doctors. Failure, or anticipated failure, or non-attendance, is not a valid reason for withdrawing from a course.
5. The Vice President for Student Affairs shall develop a list of acceptable circumstances and guidelines for certification of said circumstances, petition forms to be issued to all colleges (which shall include space to state the reasons for the proposed withdrawal, and the current grade the student is earning), and appropriate sanctions for those submitting fraudulent certification.
6. The President shall appoint one individual (in accordance with Executive Order 268) to administer course and university withdrawals. This individual will be responsible for distributing and receiving petitions, verifying certification, and approving withdrawal from the University.
7. In the case of course withdrawals, students must first obtain the faculty member's signature. This signature indicates that the student has been advised of his/her options regarding the course. Students will be advised about the possible negative impact of the "W" on their transcript and where appropriate, be encouraged to consult with the Student Resource Center. If a faculty member does not sign the petition, the matter will be resolved by the President's appointee. The President's appointee will verify the certification that the student uses to indicate "serious and compelling" reasons for needing to withdraw before signing the petition.
8. When a "W" appears on a student's transcript, the transcript will contain a notice that withdrawals at San Jose State University are given only for circumstances beyond the student's control, and not for any other reason, including academic performance. The "W" will remain uncounted in the student's GPA, as before.
9. The option of the Incomplete remains, as before.

10. Nothing in the above prevents an instructor from dropping a student who has neither attended class nor contacted the instructor by the "Instructor Drop" deadline which is one instructional day before Census Day.
11. A "U" remains appropriate to assign when a student, who is enrolled on Census Day, does not successfully petition for a "W" but fails to complete course requirements, and those assignments which were completed were insufficient to make normal evaluation of academic performance possible.