

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

S22-6, University Policy, Adding, dropping, and withdrawing from courses; the “W” symbol; and refunds related to withdrawals also Amendment A to University Policy F15-3

Rescinds: University Policies S05-12, and F04-2

Legislative History:

On May 9, 2022, the Academic Senate approved the following policy recommendation presented by Senator Frazier for the Instruction and Student Affairs Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

**Signed and approved by Interim
President of San José State
University, Steve Perez, on June 1,
2022.**

University Policy:

**Adding, dropping, and withdrawing from courses; the “W”
symbol; and refunds related to withdrawals**

Whereas: Current policy allows insufficient time for students to adjust their course schedules in the first few weeks of the semester; and

Whereas: Allowing students to drop courses up to the census date would prevent them from incurring “W” grades on their transcript, which count toward “units attempted” for semester enrollment and financial aid eligibility purposes; and

Whereas: Allowing students to drop courses without a petition up to the census date will speed up this process, opening up seats for other students; and

- Whereas: Having a single deadline for both dropping and adding courses adds clarity and consistency; and
- Whereas: Until the seventh day of instruction, students are automatically enrolled in courses if they are on waitlists, in accordance with [F20-1](#); and
- Whereas: Permission codes can therefore be required in order to add courses starting on the eighth day of instruction, giving faculty control over enrollment at that point; be it therefore
- Resolved: That S05-12 and F02-2 be rescinded, and the following become university policy.
- Resolved: That in [F15-3](#) “Establishing a Committed Presence in a Class,” the sentence “Six instructional days before Census Day, i.e. the 14th day of instruction, is the last day for the student to add a class” be modified to “One instructional day before Census Day is the last day for the student to add a class.”
- Approved: April 11, 2022
- Vote: 11-1
- Present: Allen, Frazier, French, Hill, Jackson (non-voting), Kumar, Leisenring (non-voting), Lupton, Merz, Sen, Walker, Wilson, Yang, Yao
- Absent: Kaur, Masegian, Rollerson, Wolcott
- Financial impact: Reduced late add fee for students: late add fee between add deadline and Census Day (currently \$45) would no longer apply.
- Workload impact: Reduced workload for Registrar’s Office, Undergraduate Education, and College of Graduate Studies in processing late drop and add petitions in the pre-Census period. Reduced workload for faculty, department chairs, and administrators in signing late drop and add petitions. Potential increased workload for faculty if students are granted permission to add classes late.

Adding, dropping, and withdrawing from courses; the “W” symbol; and refunds related to withdrawals

Note: Census Day is the 20th day of instruction.

1. Adding, dropping, and withdrawing from courses; and the “W” symbol
 - a. *Starting on the 8th day of instruction, instructor consent (a permission code) shall be required for a student to add a class. The online registration system (currently PeopleSoft) will be programmed accordingly and per F20-9.*
 - b. The last day for a student to add class (with a permission code) and / or drop a class shall be *one instructional day before Census Day*.¹
 - c. Late drops (*withdrawals*): on or after Census Day, a student may withdraw from class only for “serious and compelling reasons”. Poor academic performance or non-attendance, in the absence of other extenuating circumstances, are not valid reasons for withdrawing from a course.
 - d. The Vice Provost-for Undergraduate Education *and the Dean of the College of Graduate Studies* shall *together* develop a list of acceptable circumstances and guidelines for *supporting documentation* of said circumstances, petition form (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 *documentation*.
 - e. The President shall appoint one individual (in accordance with Executive Order 1037) to administer course and university withdrawals. This individual will be responsible for distributing and receiving petitions, verifying *supporting documentation*, and approving withdrawal from the University.
 - f. In the case of course withdrawals, students must first obtain the *instructor of record’s* signature. This signature *acknowledges that instructor of record has been informed of the student’s intent to drop the course*

¹ See separate policy [S20-9](#) for instructor drops.

Students will be advised to *consult with their appropriate academic advisors about the possible impacts of dropping the course, and will be encouraged to consult with the Financial Aid Office about how this may impact their financial aid eligibility or award, if appropriate.* If an *instructor of record* does not sign the petition, the matter will be resolved by the President's appointee.

- g. The option of the Incomplete remains as before.
 - h. A "WU" is the appropriate grade 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 that were completed were insufficient to make normal evaluation of academic performance possible. A "WU" counts toward the GPA as an "F."
2. Refunds in relation to dropping or withdrawing from courses
- a. For regular state supported semesters, refund regulations for the CSU system are prescribed by the California Code of Regulations Title 5, Section 41802 and applicable CSU Chancellor Executive Orders. In particular, at SJSU, the principles for refunds include the following:
 - i. Dates for full refunds shall be as close as possible to the first day of instruction (not the first course meeting), but shall in no case be more than five business days before the first day of instruction;
 - ii. Information regarding refunds shall be stated clearly and disseminated widely as early as possible so that students and departments can plan in a timely manner. For regular state supported sessions, all refund information will be posted in all versions of the Schedule of Classes where fee and payment information are publicized. The information will also be detailed on the Bursar's website.
 - b. Title 5, Section 41802 states that for self-support, special sessions and extension course fees, refunds shall be made in accordance with policies and procedures established by each campus. At SJSU, the refund procedures shall be established by the *College of Professional and Global Education*, and shall include the following:

- i. Dates for full refunds for self-support, special sessions, and extension courses shall be as close as possible to the first day of instruction (not the first course meeting) but shall in no case be more than five business days before the first day of instruction;