

# **SAN JOSÉ STATE UNIVERSITY ACADEMIC SENATE**

**2022/2023**

**Agenda**

**April 17, 2023/2:00 to 5:00 pm**

**In Person**

**ENGR 285/287**

- I. Call to Order and Roll Call:**
- II. Land Acknowledgement:**
- III. Approval of Minutes:**  
***Senate Minutes of March 20, 2023***
- IV. Communications and Questions:**
  - A. From the Chair of the Senate
  - B. From the President of the University
- V. Executive Committee Report:**
  - A. *Minutes of the Executive Committee –*  
***Executive Committee Minutes of March 6, 2023***  
***Executive Committee Minutes of March 13, 2023***
  - B. Consent Calendar –  
***Consent Calendar of April 17, 2023***
  - C. Executive Committee Action Items –
- VI. Unfinished Business:**
  - A. Organization and Government Committee (O&G):  
***AS 1847, Modification of the Senate Constitution Related to Powers and Responsibilities (Timely Responses to Senate Resolutions and Policies) (Final Reading)***
  - B. Professional Standards Committee (PS):  
***AS 1848, Policy Recommendation, Amendment A to University Policy F14-2, Emeriti Faculty (Final Reading)***  
  
***AS 1850, Sense of the Senate Resolution, In Opposition to Florida House Bill 999 and in Solidarity with Public University Faculty in the State of Florida (Final Reading)***  
  
***AS 1851, Policy Recommendation, Amendment I to University Policy S15-8, Retention, Tenure, and Promotion for Regular Faculty Employees: Criteria and Standards (Final Reading)***

- VII. Policy Committee and University Library Board Action Items (In rotation):**
- A. Curriculum and Research Committee (C&R):  
***AS 1852, Policy Recommendation, Replacement for F68-24 and F67-11 (First Reading)***
  - B. Organization and Government Committee (O&G):  
***AS 1843, Amendment B to University Policy S16-1, Faculty Athletics Representative (FAR) (Final Reading)***  
  
***AS 1855, Amendment D to University Policy F17-1 and Amendment A to University Policy F18-3, Institutional Review Board (First Reading)***  
  
***AS 1856, Senate Management Resolution, Modification of the Charge and Membership of the I&SA Committee (First Reading)***
  - C. University Library Board (ULB):
  - D. Instruction and Student Affairs Committee (I&SA):  
***AS 1853, Amendment E to University Policy S16-16, Academic Notice, Administrative Academic Probation, Disqualification (First Reading)***  
  
***AS 1854, Amendment A to University Policy F17-4, Priority Registration (First Reading)***
  - E. Professional Standards Committee (PS):  
***AS 1849, Policy Recommendation, Declaring our Support for Academic Freedom and Establishing the Academic Freedom Committee (First Reading)***
- VIII. Special Committee Reports:**  
**ULB Report, Time Certain: 3:00 p.m.**
- IX. New Business:**
- X. State of the University Announcements:**
- A. Vice President for Student Affairs
  - B. Chief Diversity Officer
  - C. CSU Faculty Trustee (by standing invitation)
  - D. Statewide Academic Senators
  - E. Provost
  - F. Associated Students President
  - G. Vice President for Administration and Finance
- XI. Adjournment**

**2022-2023 Academic Senate Minutes**  
**March 20, 2023**

I. The meeting was called to order at 2:00 p.m. Forty-eight Senators were present.

<b>Ex Officio:</b> Present: Chuang, McKee, Van Selst, Rodan Absent: Curry	<b>CHHS Representatives:</b> Present: Sen, Smith, Baur, Chang Absent: None
<b>Administrative Representatives:</b> Present: Day, Del Casino, Faas, Bryant Absent: Teniente-Matson	<b>COB Representatives:</b> Present: Chen Absent: None
<b>Deans / AVPs:</b> Present: d'Alarcao, Ehrman, Meth, Kaufman Absent: None	<b>COED Representatives:</b> Present: Mathur, Muñoz-Muñoz Absent: None
<b>Students:</b> Present: Saif, Treseler, Maldonado, Herrlin, Sheta, Chadwick Absent: None	<b>ENGR Representatives:</b> Present: Kao, Wong Absent: Sullivan-Green
<b>Alumni Representative:</b> Absent: Vacant	<b>H&amp;A Representatives:</b> Present: Khan, Frazier, Kataoka, Lee, Riley Absent: Han
<b>Emeritus Representative:</b> Present: Jochim	<b>COS Representatives:</b> Present: French, Muller, Shaffer, Andreopoulos Absent: None
<b>Honorary Representatives:</b> Present: Peter, Lessow-Hurley Absent: Buzanski	<b>COSS Representatives:</b> Present: Sasikumar, Pinnell, Raman, Gomez, Haverfield Absent: Hart
<b>General Unit Representatives:</b> Present: Masegian, Flandez, Pendyala, Monday Absent: Higgins	

II. **Land Acknowledgement:** Chair McKee read the history of the land acknowledgement and Senator Masegian presented the land acknowledgement.

III. **Approval of Academic Senate Minutes–**  
 The Senate Minutes of February 27, 2023 were approved as amended (36-0-8).

IV. **Communications and Questions –**

**A. From the Chair of the Senate:**

Chair McKee asked that all Senators remember to sign the roll call sheets at the back of the room, and asked all Senators to sit in the front room so we can see and hear you. If you have amendments to the resolutions presented,

please give the line number first so the Associate Vice Chair can find it on the resolution.

Chair McKee announced that we have a very packed agenda. Chair McKee asked Senators to be mindful of time and to engage in as little wordsmithing as possible from the floor of the Senate. Chair McKee also announced that she was invoking Robert's Rules of Order around debate so that a Senator may only speak once to a resolution until all the other Senators have had the opportunity to speak. Also, no Senator may speak more than twice to each motion. There will also be a time limit to debate of 10 minutes. We also have a time certain of 3 p.m. for a report on the Athletics Board by the FAR, Tamar Semerjian.

Chair McKee announced that it is women's history month. The Academic Senate is one place where we can ensure that our resolutions recognize gender equity, diversity, and inclusion.

Chair McKee announced some editorial changes to a very old policy, F66-13, that prohibits the double-numbering of courses. Chair McKee has authorized the Senate Office to make these changes as requested by the Curriculum and Research Committee.

Chair McKee anticipates we will carry over to the April 17, 2023 Senate Meeting some of today's resolutions and we will also have a report from the University Library Board (ULB).

There are several Sense of the Senate Resolutions coming up. One is on a Day of Remembrance, and the other is on support for Dr. Ulia Gosart's work with Ukraine's Libraries. There may also be one or two Senate Management Resolutions around Senate composition.

The Cozen-O'Connor visit is happening this week and Chair McKee will be meeting with them.

Chair McKee reached out to Senators to consider running for Vice Chair of the Senate this year. Vice Chair Sasikumar will automatically become Chair of the Senate on May 8, 2023 at 4 p.m. and at this time new Senate Officers will be elected.

Chair McKee recognized Senator Frazier who acknowledged the recent passing of past President Mary Papazian's husband.

Chair McKee announced that the president could not be here today because she is at the chancellor's office for a Board of Trustees (BOT) meeting.

**B. From the President:** [not present, no report]

**V. Executive Committee Report**

**A. Minutes of the Executive Committee:**

**Executive Committee Minutes of February 13, 2023 –**

AS Chair Chuang asked for an amendment to the February 13, 2023 Executive Committee Minutes to change, “AS is discussing the possibility of installing glass about shame/internment of Japanese on Uchida Hall with the Campus Planning Board right now” to read, “AS is discussing the possibility of installing a mural about the incarceration of Japanese Americans.” Chair McKee responded that the Senate cannot correct the minutes of the Executive Committee, however, the Executive Committee can correct their own minutes and she will bring this back to the Executive Committee at their next meeting.

**Executive Committee Minutes of February 20, 2023 –** No questions.

**B. Consent Calendar:**

AVC Katoaka presented the Consent Calendar of March 20, 2023. There was no dissent to the consent calendar.

The Senate voted and approved the Senate Calendar for 2023-2024 as amended (48-0-0).

**C. Executive Committee Action Items:** None

**VI. Unfinished Business:**

**A. Professional Standards Committee (PS):**

Senator French presented ***AS 1844, Amendment I to University Policy S15-8, Retention, Tenure, Promotion for Regular Faculty Employees; Criteria and Standards (Final Reading)***. Senator Mathur presented an amendment to lines 50 and 51 “...before deliberations begin or during deliberations.” The amendment was seconded. Senator Mathur withdrew her amendment. Senators Del Casino and French presented an amendment to add “immediately” before “report” and to delete everything after “faculty services” on line 49/50. The Del Casino/French amendment was seconded. The Senate voted and the Del Casino/French amendment passed (36-1-2). Senator Haverfield presented an amendment to change lines 50/51 where it reads, “...Faculty Services,” to add, “in consultation with the Professional Standards Committee.” The Haverfield amendment was seconded. The Senate voted and the Haverfield amendment failed (2-40-0). **The Senate voted and AS 1844 passed as amended (42-0-2).**

**B. Curriculum and Research Committee (C&R):**

Senator Wong presented ***AS 1846, Amendment B to University Policy S19-3, University Writing Requirements/Guidelines, University Writing Committee (Final Reading)***. Senator Khan presented an

amendment to line 150 to strike out “the uniformity of.” The amendment was friendly to the body. Senator Van Selst presented an amendment to line 48 to strike “Reduction” and replace with “Elimination of the WST.” The Van Selst amendment was friendly to the body. **The Senate voted and AS 1846 was approved as amended (approved by unanimous voice vote).**

**C. Organization and Government Committee (O&G):**

Senator Baur presented ***AS 1843, Amendment B to University Policy S16-1, Faculty Athletics Representative (FAR) (First Reading).***

**Questions:**

Q: Are there any term limits left?

A: The term limit would be a 3-year term renewable for addition 3-year terms.

Q: Is O&G aware that we set term limits because the FAR wasn't changing?

A: Yes, we did have that discussion.

Q: Is this actually required in line 70 and 71 that the candidate needs prior successful leadership experience?

A: We can look at that.

Q: Also, you show no financial impact? If the outgoing and incoming have to consult and go together places, there will be impact.

A: The committee will look at this.

Q: Why is there a difference in line 61 and 79. One says the Chair of the Senate/Executive Committee approves and then in the other the Executive Committee. Can we make this consistent?

A: We will look at this.

Q: Would the committee consider term limits and the balance between experience and new blood?

A: In principle it could be unlimited, but there is a reevaluation every three years. That's why there is consultation with other parties.

Q: I appreciate the explanation. If it takes 5 years of experience before you can serve in a higher level committee, it makes sense to let them stay at least 6 years, and then perhaps 3 years after that?

A: We will consider it.

Q: I think one of the concerns in 2016 was that ultimately the president alone would make the final decision. The FAR can be a watch person for the president and I think there should be a larger review committee.

We've had some problems with Athletics. Can the committee consider?

A: Yes.

C: O&G did look at FAR policies at other campuses. This was the most common policy across all campuses.

C: Please expand beyond the CSU campuses and look.

**D. Professional Standards Committee (PS):**

Senator French presented ***AS 1845, Amendment K to University Policy S15-7, Retention, Tenure, Promotion for Regular Faculty Employees; Procedures (Final Reading)***.

Senator Van Selst presented three amendments. The first amendment is to line 79 to change it to read, "A procedure to request, and the criteria to evaluate" before "administrative recusal...". The second amendment was on line 81 after "conflicts of interest" add "(or the appearance of bias or conflicts of interest)". The third amendment is to line 81 to add "and" and strike "in consultation with" before "the Professional Standards Committee." Senator Gomez presented an amendment to the Van Selst Amendment to delete "to request" after "A procedure" in line 79. The amendment was seconded. The Senate voted and the Gomez amendment to the Van Selst Amendment failed (2-42-0). The Senate voted on the 1<sup>st</sup> Van Selst Amendment and it passed (42-2-0). The Senate voted on the 2<sup>nd</sup> Van Selst Amendment and it failed (16-19-3). The Senate voted on the 3<sup>rd</sup> Van Selst Amendment by voice vote and it failed. Senator Khan presented an amendment to replace Faculty Affairs with Faculty Services throughout the resolution and it was friendly to body.

**The Senate voted and AS 1845 passed as amended (40-0-0).**

**VII. Policy Committee and University Library Board Action Items (In rotation)**

**A. Organization and Government Committee (O&G): No Report**

**B. University Library Board (ULB): No Report.**

**C. Instruction and Student Affairs Committee (I&SA): No Report**

**D. Professional Standards Committee (PS): No Report.**

**E. Curriculum and Research Committee (C&R): No Report.**

**VIII. Special Committee Reports:**

Athletics Board and Faculty Athletics Representative (FAR) Report by Tamar Semerjian, Time Certain: 3:00 p.m.

Tamar Semerjian introduced herself and said she was here today with Jamaal Mayo, the Senior Associate Athletics Director for Advancement and Laura Alexander, the Associate Athletics Director for Student Athlete Wellness and Leadership Development.

**Tamar Semerjian, FAR**

It is the FAR's role to represent faculty perspectives on all aspects of the intercollegiate athletics program and serve as an advocate for athletic wellbeing and to play a part in maintaining institutional control of the athletics program.

This is probably my last time presenting to the Academic Senate as my term as

FAR ends at the end of the calendar year. I am pleased to see that the Senate is taking up the FAR policy and that future FARs may have the ability to serve San José State for longer periods of time and are able to develop the necessary institutional knowledge to function in the role effectively. Since we met last year, I have a few things I wanted to update the Senate on. The landscape of the NCAA continues to change as student athletes are able to benefit from and gain compensation for their name, image, and likeness. At this point, this has not had significant impact on our campus, but it is something the Athletics Board continues to keep an eye on. Additionally, with a loosening of the rules, we have been able to see a significant number of students transferring from one institution to another. This gives student athletes the same flexibility and choice as other students. FARs have been noticing that it does take time for student athletes to academically acclimate and this is something that can impact their GPA. Another thing that is happening is that when a student athlete transfers into an institution that institution is on the hook for their education and whether or not they stay on with school. When you accept the transfer student athlete you would get the scholarship, but you don't see a state increase. This is a big change that is coming as well.

There continues to be a great deal of movement in athletics here. Only this month have we fully staffed the compliance office that oversees many critical aspects of compliance with the NCAA. The Student Athlete Resource Center, which provides academic support for student athletes, is still in the process of finding a managing director. The Mountain West Conference has a new commissioner and the NCAA has a new president. A lot is going on in the state. SJSU President Cynthia Teniente-Matson has made it clear that her primary interest is in making sure our student athletes feel safe and well supported and I look forward to working with her.

Finally, last year I told you we were looking at a grant from the Sloan Foundation with a former student athlete that plays water polo here. We secured that grant and are working with some great folks to help secure pathways in the STEM fields.

Athletics Board Report from Annette Nellen [as presented by Tamar Semerjian]. What is the Athletics Board? The Athletics Board is a special committee of the Senate that reports to the President and the Senate. Its charge per F07-2, as amended, is to carry out its responsibilities to ensure the academic integrity of the athletics program and compliance with NCAA and affiliated conference athletics rules. It shall recommend to the President and Executive Committee policies that promote a strong environment of rules and compliance and that provide a positive academic environment for all student athletes. It is to act in an advisory capacity to the President and to the Director of Athletics. It shall have an overall awareness of the athletic programs of the university and rules, procedures, and guidelines of the athletic organizations of which the university is a member in order to make recommendations and to act in an advisory capacity.



The board consists of six faculty including the FAR, a student from the student athlete advisory pool, a staff member, the AS President, a representative from the president's office, the president from One Spartan Nation, the Athletics Director, the Director of Compliance, and a senior athletics administrator for academic student services. One of the board's activities this year is to work with the O&G Committee in updating the FAR policy. You have that for a first reading today. The board also gets reports from the Athletics Director, the staff director, and the FAR. The board's charge also includes getting reports about the budget, conference, and NCAA updates and other matters. Annette Nellen is chair of the board, but was unable to be here today. Also, several of our staff including the Athletics Director are traveling with the basketball team.

**Jamaal Mayo, the Senior Associate Athletics Director for Advancement**

I bring you greetings and updates on behalf of our Director of Athletics. First, in terms of updates, I want to comment on one of the most competitively successful years in SJSU history. It is the first time both our men's football and basketball teams have experienced post season play. Our men are down in Florida currently and our football program went on to compete in the Potato Bowl in December. This is the first time since 1986 that both programs were over 500%. Our women's soccer program won the Mountain West regular season and Championship. Our men's soccer program competed in the WAC Championship game. Our volleyball team made the Mountain West Conference Championship game. For the first time in history, we've had a woman compete in the indoor track championship. At the time, she ranked 7<sup>th</sup> in the country in the triple jump. As of today, she is ranked 1<sup>st</sup> in the country in the triple jump. Our women's gymnastics program came in 2<sup>nd</sup> in their championship. Those four young ladies are going to represent us in Los Angeles next week. The men's basketball team had 21 wins. Our women's golf team upset Stanford in the battle of the day. They are ranked in the top 10 in the country. Two of our women's golfers qualified for the NCAA Championship. SJSU realized over 22 million impressions of social media engagements. We realized over \$2 million in publicity exposure this last six months. Our student athletes are performing in the classroom as well. As a department, we achieved a 3.4 overall GPA. I also wanted to give you some information on how we are measured academically by the NCAA and that is by the Academic Progress Rate or APR in the cohort. A student athlete in the cohort is eligible to earn 2 APR points for each semester. One point for retention and one point for eligibility. Two teams at SJSU have achieved 1000% which is perfect. We also have an increase to the multiyear rate in 11 of our programs. All of our teams have a multiyear rate above the NCAA minimum of 930.

**Laura Alexander, the Associate Athletics Director for Student Athlete Wellness and Leadership Development.**

We did some research this year and realized we were seeing more concussions. The number of concussions rises and falls each year. Some years we will have

10 and some years as many as 20 concussions. There seems to be no rhyme or reason why they are that way. We did notice that this year there was an oddly high rate early on, particularly in football. In the meantime, an article came out on the number of concussions post-COVID. We reached out to the Mountain West Conference and Pack 12 and other universities and their increases have been significant as well. It seems to be across the board. They compared rates after a COVID infection and without a COVID infection in high school seniors across six different states. Any sort of previous infection like asthma was completely removed. A little over 72,522 student athletes in 6 states were studied. Forty-five percent were female, 55% were males. In total, 1,273 concussions were reported among those 72,522. The majority did not have a history of COVID infection. The total without a history of infection was 7,092. The number of concussions in students without a history of COVID came down to 17 concussions per 1,000 student athletes. There were a total of 430 out of that pool that had a history of concussion and COVID and they tallied 32 which came out to 74 per 1,000 student athletes. So, without a history of COVID infection there were 17 per 1,000, and with a history of COVID there were 74 per 1,000.

**Questions:**

Q: What is President Teniente-Matson doing to help student athletes?

A: These are really early days for her right now, so I think we need to give her a little time. I will say she has been extremely passionate about student athlete wellness and welfare. She has recognized student participation across the Athletics Board.

Q: What will student wellness and welfare look like on campus? Will there be more events, or more tutors?

A: In terms of wellness we are looking at big growth in our mental health areas. Student athletes coming in will be given support through sport psychology. Then we are also looking at a sport recovery medicine program coming in the fall.

Q: What advances have happened in terms of advising for students? I've heard advising for students was pretty short almost like an assembly line. I've heard we are trying to make it more student interest-focused.

A: We are in flux with advising. Advising used to be in Student Affairs and now is in Academic Affairs for athletes. We are waiting for a permanent director. We are working on it.

Q: You've given us some fascinating information that Student Athletes that had COVID are about three times more likely to get a concussion. What are we doing about it? Other than removing the predator that harmed our student athletes for years, what are we doing now to educate our student athletes and empower them?

A: You cannot eliminate the possibility of a concussion unless we eliminate sports. What we do is educate them and educate ourselves. We teach them how to recognize the symptoms and we are very careful with returning them to

play. As more research comes out we will do more. We have been working with the university on a Chaperone policy that has been published over a year ago. We have had numerous discussions with our staff and the Title IX office. We've presented these to our students on a number of occasions.

Q: As an academic adviser, I've had some coaches coming in for their athlete students for advising. We need our athletes to come in. Some students tell me they are encouraged not to go into engineering because they can't get classes.

A: That is part of what the grant is doing. There are four Mechanical Engineers on the women's polo team.

**IX. New Business:** None

**X. Adjournment:** The meeting adjourned at 5:10 p.m.

**Executive Committee Minutes**  
**March 6, 2023**  
**Noon - 1:30 p.m. via Zoom**

Present: Alison McKee (Chair), Karthika Sasikumar, Vincent Del Casino, Charlie Faas, Patrick Day, Patience Bryant, Reiko Kataoka, Julia Curry, Priya Raman, Hiu Yung Wong, Laura Sullivan-Green, Tabitha Hart, Rachael French, Cynthia Teniente-Matson

Absent: Nina Chuang

Recorder: Eva Joice, Senate Administrator

1. Consent Agenda:

The committee approved consent agenda items (Consent Calendar of March 6, 2023 and Executive Committee Minutes of February 13, 2023 and February 20, 2023)(13-0-0).

2. The committee approved the Senate Calendar for 2023-2024 as amended to replace 2022-2023 for the last meeting in May to 2023-2024 and 2023-2024 for the first meeting in May to 2024-2025 (13-0-0).

3. Senator Hart, Senator Curry, and Vice Chair Sasikumar will be working on a Senate Management Resolution to create a special committee to look into Senate expansion for the next Executive Committee meeting.

4. The committee discussed a Sense of the Senate Resolution proposed by Honorary Senator Lessow-Hurley Acknowledging and Supporting Dr. Ulia Gosart's Initiative to Save Ukrainian Libraries from destruction. Chair McKee will get back to Senator Lessow-Hurley on this matter. Vice Chair Sasikumar and Senator Curry offered to present this from the floor of the Senate. Senator Chuang said Associated Students was working on a Sense of the Senate Resolution, Honoring and Recognizing a Day of Remembrance.

5. Policy Committee Updates:

a. Instruction and Student Affairs Committee (I&SA):

I&SA is working on two referrals on priority registration and calculating GPA.

b. Professional Standards Committee (PS):

PS is working on a referral to RTP standards and timing, a Sense of Senate Resolution regarding the Florida Government, an amendment to F14-2 to allow for a Tower Card for Emeritus Faculty, and separation of the Board of Academic Freedom and Professional Responsibility policy into two separate policies.

Questions:

Q: Has any work been done on standardizing RTP guidelines? Has the Student Evaluation Review Board (SERB) ever shared any trends with you? I know there was some momentum by Associated Students to get students to do SOTEs. Is that still happening?

A: There was no consensus in the committee as to whether we should impose department guidelines. PS was uncomfortable forcing guidelines, so no movement was made on this. PS asked AS to assist in getting students to do SOTEs. PS doesn't have the information on trends, but we can ask SERB. Response rates are a broad problem across the board. PS has discussed both the pros and cons of SOTEs.

c. From the Organization and Government Committee (O&G):

O&G is working on an amendment to the Faculty Athletics Representative (FAR) policy on term limits. O&G also has a policy recommendation looking at how policies are handled by the president. This would require a change to the Senate constitution, which requires a campus-wide faculty vote.

d. From the Curriculum and Research Committee (C&R):

C&R is reviewing a new concentration, and looking into old referrals and policies. Some are controversial.

6. From the President:

The president wants to do a strategic recalibration of Transformation 2030 to build on it. It began in 2016 and was completed in 2019, but it was put on hold due to COVID and never published. The president wants to go back to the first five goals and make sure that, post pandemic, they are still good goals. Our students have changed and we've changed. The goals are linked to our resource allocation. A second part is our shared values. The president has looked at our mission statement and compared ours with those at other institutions. We need to look at what we want to aspire to be. We need to get back to a common set of values. The president has been speaking with University Personnel about our turnover rates. We have had a 70% increase in turnover, and 36.5% of our workforce is new (not including student workers). This is why we need to get back to basics. Broken trust and promises are something the president hears about frequently and will be addressed. The cabinet will start with a draft, then the president may begin by taking it to committees to look at.

Questions:

Q: I would love to know what the plan is after you are done? Are we going to have dashboards that back this up?

A: We need a common set of institutional values. There were some actions to move forward before the pandemic, but they were put on hold. We need a

common ground of values we expect people to follow. Chair McKee and the Provost are heads of the Strategic Planning Steering Committee.

Q: I'm particularly excited about the value statements. Are any value statements particularly geared towards a specific group or applicable to all stakeholders?

A: Values are applicable to every stakeholder group. The what and how may look a little different, but no one should be able to say they don't apply to them or it is a wrong value. I'm not suggesting student don't have a role.

C: Equity and Inclusion belongs to everyone with the campus having no Equity, Diversity and Inclusion Officer (ED&I).

A: Yes, we will be bringing this to committees across campus for input.

Q: Some numbers that are measurable would be a good backup. For example, for inclusion we could have a turnover rate that is acceptable right?

A: Relevant to outcomes and actions, we need to have some measures in place guided by values. You will hear more about this at the State of the University Address.

[President Teniente-Matson] I wanted to mention the Cozen-O'Connor report about how we are examining the system work on Title IX given we have a contract with Cozen. I took to heart Senator Curry's comments about how we ensure responsiveness without fear of retaliation. I will put together an implementation team. There are a multitude of things coming forward related to Title IX in response to the Cozen report.

The call for nominations for the search committees for the Vice President of University Advancement and a new Chief Diversity Officer (CDO) will be going out shortly. The president hopes to finalize the contracts in March. The search committee will meet with the consultant at the end of March. Recruiting will occur in April with first round interviews at the beginning of May, and finalist interviews at the end of May.

Q: I'm concerned that no one from ODEI is on the search committee.

A: No, but they will be involved in the interview session.

C: I share that concern.

7. The meeting adjourned at 1:30 p.m.

The minutes were edited by Chair McKee on March 31, 2023.

The minutes were approved by the Executive Committee on April 3, 2023.

**Executive Committee Minutes**  
**March 13, 2023**  
**Noon - 1:30 p.m. via Zoom**

Present: Alison McKee (Chair), Karthika Sasikumar, Vincent Del Casino, Charlie Faas, Patrick Day, Patience Bryant, Reiko Kataoka, Julia Curry, Priya Raman, Hiu- Yung Wong, Laura Sullivan-Green, Tabitha Hart, Rachael French, Cynthia Teniente-Matson, Nina Chuang

Absent: None

Recorder: Eva Joice, Senate Administrator

1. Consent Agenda:

The committee approved consent agenda items (Consent Calendar of March 13, 2023 (11-0-0)).

2. The committee approved the appointment of Colleen Johnson as a Senator from the General Unit for a term ending 2024 (11-0-0).

3. Senator Hart inquired about the results of the Senate General Election. The deadline for voting was Friday, March 10, 2023. The Senate Administrator replied that the colleges have to verify the appointment times prior to the counting of the votes. The Senate Administrator will notify everyone as soon as she counts the votes and AVC Kataoka certifies the count.

4. The committee discussed a draft Senate Management Resolution regarding creating a special committee to look into Senate expansion.

Questions and Comments:

Q: The charge gets there at the end, but comes across as tone deaf. The resolution is asking the committee to investigate and do research, but not that staff should be added. How do we get staff added?

Q: I suggest adding a sentence that says we will collaborate on research. There is no timeline, and what are the parameters?

C: We need to look at expansion and inclusion. The purpose is to find a way to add staff. We don't understand the call since this was requested several times.

C: It is important to emphasize that this needs to be done. I have concerns about another survey being done and how it is structured. Surveys can be leading. There have been four different referrals requesting staff be added to the Senate.

C: Chair McKee wants some form of resolution this semester.

5. Travel Ban and Research Scholarship and Creative Activity (RSCA):

The committee discussed the travel ban to 23 states. It is critical for some junior researchers to travel to these states to do historical research in the archives. We need to join forces as the Senate leadership to address this issue. Provost Del Casino noted that there are some exceptions. The Provost was asked to provide information on how one goes about this for faculty.

6. From the President:

The president was recently at the Mountain West Conference and also in Sacramento with our legislators. Senator and AS President Nina Chuang was also in Sacramento and lobbied our legislators as well.

The governor has included the compact in the budget even though our coffers are even less than anticipated. We will have to honor our commitments in the compact to expand enrollment and we must have a fiscally sound budget. The president expressed her gratitude to VP Faas and Vice Chair Sasikumar as the co-chairs of the Budget Advisory Committee.

The president is continuing to meet with affinity groups. She met this weekend with the Tower Board. A lot is happening. The State of the University Address is tomorrow. Please attend.

The recent flooding and the levee break have impacted 17 of our employees. The president is looking into what resources they need.

Questions:

Q: Can our alumni be a source of support for us with our legislators?

A: At other universities that I've worked the alumni and students have been the biggest push with the legislators.

C: Balancing the budget is a very difficult process for the governor. The CSU hasn't made a good case to the governor. We will do a better job activating our students and alumni.

Q: I just heard some students from Santa Cruz have their power out and can't come to campus. Are there any instructions for faculty?

A: Students should talk to their faculty and employees should talk to their supervisor. It is really up to the faculty member how they handle it.

Q: Are there any additional opportunities to go back to lobby again?

A: We talk with our legislators all the time.

A: The CSU lobbies in Sacramento every day. Our students might not see that, but it happens. The president is also meeting with the mayor on Wednesday.



C: Visiting the legislature has been a hobby of mine. I attended an event for Evan Low. He was a student of mine. There are budget lobbying days, then there is immigration day. I used to take students with me. It was a great way to get them involved. I work with students on their testimony.

7. University Announcements:

a. Vice President for Student Affairs (VPSA):

Fall applications are up. We attended an event in Oakland last weekend with over 250 people. We will be in Long Beach this weekend. Every contact matters.

The committee discussed a report on college affordability for undocumented students.

b. Associated Students President (AS):

AS President Chuang will be graduating in 10 weeks and is very excited.

She has been formulating a transition plan for the incoming AS President.

AS will be bringing a Sense of the Senate Resolution to the April 17, 2023 meeting.

AS President Chuang attended the Uchida Legacy Gala. There were lots of elected representatives and local community leaders there. They spoke about Mr. Uchida's legacy and impact on the San Jose and greater community. Mr. Uchida served in the army during Executive Order 9066, and his family was processed and went to camp. The event had many stakeholders at SJSU including the University President, faculty, SJSU Judo Team, and students, which shows us how important it is for us to acknowledge how SJSU was involved in the incarceration of Japanese Americans during Executive Order 9066.

AS President Chuang commented on SB 11, Mental Health Services and Contracting out. It was not supported by the CSSA as students are concerned due to the lack of dedicated funding from the state and CSU that tuition might increase and this bill might decrease the ability to find alternative means to support our student's mental health needs.

8. The meeting adjourned at 1:30 p.m.

The minutes were edited by Chair McKee on March 31, 2023.

The minutes were approved by the Executive Committee on April 3, 2023.

SJSU 2022-2023	ACADEMIC SENATE								
4-17 2023	CONSENT CALENDAR								

2022-2023	SENATE SEATS
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ADD TO VACANT SEATS									
COMMITTEE TYPE	COMMITTEE NAME	SEAT	SEAT TITLE	NAME	ZIP	PHONE	TERM ENDS	CONSENT CALENDAR	FACULTY AT-LARGE
No new additions									

REMOVE FROM SEATS									
COMMITTEE TYPE	COMMITTEE NAME	SEAT	SEAT TITLE	NAME	ZIP	PHONE	TERM ENDS	CONSENT CAL	FACULTY AT-LARGE
POLICY	Instruction & Student Affairs	B	AVP Enrollment Services (or designee)	Maria I. Martinez	0009	47982	03/2023	04/10	
POLICY	Instruction & Student Affairs	F	Director, Student Involvement	Henderson Hill	0038	45957	2023	04/17	

**POLICY RECOMMENDATION**  
**Modification of the Senate Constitution Related to Powers  
and Responsibilities (Timely Responses to Senate  
Resolutions and Policies)**

**RATIONALE**

At the [January 2023 plenary of the Academic Senate of the California State University \(ASCSU\)](#), policy AS-3584-22/FA “Establishing Timely Responses to Campus Senate Resolutions and Policies” was presented for a second reading and subsequently approved (i.e. passed) by that body.

The intention of AS-3584-22/FA, as stated in its preamble, is to “recognize and reaffirm the rights and responsibilities of CSU faculty via their campus senates;” improve faculty “cooperation with the campus administration;” and ensure “timely communication from the President regarding resolutions and policies passed by the campus senate.”

Specifically, AS-3584-22/FA calls on all senates of the CSU to clarify the processes by which resolutions and policies passed by those senates are handled once they have been sent on for presidential review. To this end, AS-3584-22/FA recommends that,

“where a presidential signature is required on resolutions or policies, to establish within [the senate’s] constitution or bylaws, *a timely deadline not to exceed sixty calendar days* for presidential responses to curricular and academic policy related resolutions and policies passed by the campus senate, beyond which deadline such legislative resolutions and policies shall be considered enacted and in force;” and that

“each campus senate [should] require all presidential vetoes to include a rationale that is reported to the Senate and accessible to the campus community.”

Considering this, and given that the Constitution of SJSU’s Academic Senate is not sufficiently clear on these points, O&G therefore recommends that Article IV (Powers and Responsibilities) Section 2 of our senate’s [Constitution](#) be amended as described herein.

## ARTICLE IV -- POWERS AND RESPONSIBILITIES

**Section 2.** Upon passage by the Academic Senate, proposed policies and procedures shall be submitted to the President of the University for consideration and action **to be taken within a deadline of sixty calendar days after receipt.** Those **policies and procedures that are** approved by the President **within this deadline** become official University Policy and will be implemented as soon as ~~practicable~~ **feasible.** ~~The President will report to the Senate promptly on those proposed measures of which he or she does not approve.~~ **Policies and procedures that are vetoed by the President shall include a rationale that is reported back to the Senate in writing and made accessible to the larger campus community within this deadline. In the absence of any presidential response within this deadline, the proposed policies and procedures will be considered automatically approved and will go into effect as soon as feasible.**

**Approved:** March 6, 2023

**Vote:** 8-0-0

**Present:** Andreopoulos, Baur, Hart, Herrlin, Higgins, Jochim, Lee, Tan

**Absent:** Han, Muñoz-Muñoz

**Financial impact:** None anticipated.

**Workload impact:** The changes proposed here require that presidential vetoes be accompanied by a written rationale within the given deadline. This would disambiguate expectations that were already in place, and formalize processes that were already being followed, albeit in an informal manner. For these reasons, no significant impact to workload is anticipated.

1 San Jose State University  
2 Academic Senate  
3 Professional Standards Committee  
4 April 17, 2023  
5 Final Reading

AS 1848

6 **Policy Recommendation**  
7 **Amendment A to University Policy F14-2**  
8 **Emeriti Faculty**  
9

10  
11 Legislative History: This proposal would amend the policy on Emeriti Faculty to include  
12 access to buildings at SJSU.  
13

14 Rationale: University Policy F14-2 grants emeriti faculty a number of privileges,  
15 including library privileges, access to campus recreational facilities, and  
16 official SJSU email accounts. Emeriti faculty often teach classes and  
17 continue their RSCA activities. Access to campus buildings is a necessary  
18 component of both teaching and scholarship, and F14-2 currently has no  
19 provision for building access. In addition, F14-2 makes several references  
20 to “regular” faculty, but this language has been replaced in recent policy  
21 with language that is more inclusive and specific.  
22

23 Resolved: That F14-2 be modified as provided in this recommendation.  
24  
25

26 Approved: 3/6/23

27 Vote: 9-0-0

28 Present: Barrera, French, Gómez, Kazemifar, Monday, Pruthi, Riley, Smith, Wang

29 Absent: Maldonado  
30

31 Financial Impact: None anticipated

32 Workload Impact: Some additional work by FD&O to process updates to Emeriti Faculty  
33 building access  
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37 **EMERITI FACULTY**

38 **1. Eligibility for Emeriti Faculty Status**

39 1.1. Emeritus standing shall normally be conferred on each tenured  
40 faculty member upon retirement from the University.

- 41 1.2. Emeritus standing shall normally be conferred on non-tenured  
42 faculty upon retirement from the University who meet the following  
43 conditions:
- 44 1.2.1. They have been employed for a minimum of ten years.  
45 Those years shall be continuous except for leaves consistent  
46 with the Collective Bargaining Agreement.
- 47 1.2.2. They have been approved by a Department personnel  
48 committee, which must find that the faculty member has made  
49 significant contributions to the University, allowing for the  
50 particular character of the academic assignment, i.e., most  
51 Lecturers are employed strictly as teachers, non-tenured  
52 Counselor faculty are employed as counselors, etc. As evidence  
53 of its approval, the committee shall summarize its decision in  
54 writing and shall provide a copy of the decision to the President or  
55 ~~his~~ **their** designee.
- 56 1.3. In special circumstances the President may withhold the awarding  
57 of emeritus standing for cause. Prior to the conferral of emeritus standing,  
58 the President may ask appropriate officials and the Board of  
59 Academic Freedom and Professional Responsibility whether there is  
60 cause to withhold this standing.
- 61 1.4. The President may confer emeritus standing on any other retiring  
62 faculty member.
- 63  
64 1.5. Faculty participating in the Early Retirement Program are considered to  
65 be ~~tenured regular members of the~~ faculty and therefore are not yet eligible  
66 for emeritus standing.

## 67 2. Privileges of Faculty Emeriti

- 68 2.1. Faculty emeriti may place the Latin designation *emeritus* or *emerita*  
69 following the title of their highest academic position on  
70 official correspondence, (i.e. Professor Emerita, Professor Emeritus,  
71 or Lecturer Emeritus, Lecturer Emerita, Librarian Emerita, Librarian  
72 Emeritus, Counselor Faculty Emeritus, Counselor Faculty Emerita,  
73 etc.)
- 74 2.2. New faculty emeriti shall be listed in the program of the  
75 commencement ceremony closest to their retirement. Faculty emeriti  
76 will be listed in a position of honor on a prominent University website  
77 and in appropriate University publications.

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2.3. Faculty emeriti shall be given a certificate of emeritus status and a permanent ID card indicating their status as emeritus members of the faculty.

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2.4. Faculty emeriti shall be granted the same library privileges and held to the same responsibilities as **all other regular** faculty.

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2.5. The University should, so far as space, resources, and priorities permit, assist faculty emeriti in their scholarly or professional pursuits. Such assistance may include, but is not limited to, the assignment of an appropriate office space if available, access to equipment or services, and the right to compete for research grants through the University Foundation. Decisions about the provision of resources should be broadly consultative and should include officials from affected units (i.e., Chairs when Department resources are involved, Deans when college resources are involved, etc.)

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2.6. Faculty emeriti should have access to campus recreational facilities and to cultural and athletic events on the same basis as **all other regular** faculty.

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2.7. Upon request, faculty emeriti shall be granted, insofar as space allows, free parking permits.

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2.8. Faculty emeriti shall be permitted to keep and continue to use their official SJSU email accounts.

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**2.9 Faculty emeriti shall have access to campus buildings on the same basis as all other faculty.**

### 100 3. Association for emeriti and retired faculty

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3.1. A voluntary association has been established to serve the needs of emeriti and retired faculty, and to help them maintain a continuing and fruitful association with the University.

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3.2. All emeriti and retired faculty are eligible for membership, and the association's members should elect its officers. The association shall determine its own name and constitution, and is presently named the Emeritus and Retired Faculty Association (ERFA).

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3.3. The association endeavors to keep emeriti and retired faculty informed of University affairs, and to develop means to facilitate their participation as may be appropriate in the life of the University.

1 **San Jose State University**  
2 **Academic Senate**  
3 **Professional Standards Committee**  
4 **April 17, 2023**  
5 **Final Reading**

**AS 1850**

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**Sense of the Senate Resolution  
In Opposition to Florida House Bill 999 and in Solidarity with  
Public University Faculty in the State of Florida**

10 **Whereas:** HB 999 would put control of curriculum and institutional mission statements  
11 entirely in the hands of political appointees, substituting the ideological beliefs of those  
12 in power for the freedom necessary for institutions of higher education to serve the  
13 common good, and

14 **Whereas** HB 999 would effectively silence faculty and students across the ideological  
15 spectrum, limit or ban students' ability to pursue certain areas of study, and purge whole  
16 fields of study from public universities, and

17 **Whereas:** HB 999 would destroy academic freedom, tenure, and shared governance in  
18 Florida's public colleges and universities, and

19 **Whereas:** Historically, autocratic regimes have set their sights on cultural centers, the  
20 arts, and colleges and universities, because they see these places as threats to their  
21 power and control, and

22 **Whereas:** HB 999 is clearly an attempt to stifle ideas, silence debate, and make  
23 Florida's institutions of higher education into an arm of Governor DeSantis' political  
24 operation; therefore be it

25 **Resolved:** That the Academic Senate of San José State University (SJSU) must, in the  
26 strongest possible terms, denounce these authoritarian measures and express our  
27 solidarity with the faculty, students, and staff of Florida's public colleges and  
28 universities; be it further

29 **Resolved:** That the Academic Senate of San José State University (SJSU) calls on the  
30 faculty and administration of SJSU to speak out in opposition to HB 999 and in support  
31 of academic freedom everywhere; be it further

32 **Resolved:** That copies of this resolution be distributed widely to students, faculty, and  
33 staff members of the SJSU community, to the Academic Senate of the CSU, to the CSU  
34 Chancellor, Executive Vice Chancellor for Academic Affairs, President of CFA, Faculty  
35 Trustee of the Board of Trustees, and the President of the United Faculty of Florida  
36 (UFF), the Academic Senates of Florida's public universities, the Southern Association  
37 of Colleges and Schools Commission on Colleges (SACSCOC), the Chronicle of Higher  
38 Education, and other public venues.



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40 Approved: 3/6/23

41 Vote: 9-0-0

42 Present: Barrera, French, Gómez, Kazemifar, Monday, Pruthi, Riley, Smith,  
43 Wang

44 Absent: Maldonado

45

46 Financial Impact: None anticipated

47 Workload Impact: None anticipated

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6 **Policy Recommendation**  
7 **Amendment I to University Policy S15-8**  
8 **Retention, Tenure, and Promotion for Regular Faculty**  
9 **Employees: Criteria and Standards**

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12 Legislative History: This proposal would amend the policy on Criteria and Standards for  
13 Retention, Tenure, and Promotion to clarify the standards for early tenure and promotion to  
14 Associate Professor.

15  
16 Rationale: In recent years, SJSU has continued to hire exceptional faculty and increase  
17 support for RSCA endeavors, which has resulted in more faculty applying for  
18 early tenure and promotion, with a high success rate, in their fifth year in  
19 rank. As a result, an increasing number of faculty are applying for early  
20 tenure and promotion in their fourth (and occasionally third) year in rank. In  
21 addition, candidates who join SJSU with service credit for work at other  
22 universities may apply for early tenure and promotion having never  
23 completed a performance review. University Policy S15-8 currently does not  
24 specify any requirement for how many years relative to rank are needed  
25 before applying for early tenure and promotion.

26  
27 S15-8 indicates that the standards for retention include “increasing  
28 effectiveness in academic assignment, or consistent effectiveness in the  
29 case of individuals whose performance in academic assignment is fully  
30 satisfactory from the start”. Assessment of whether performance is  
31 increasing over time requires evaluation of a track record of  
32 accomplishments at SJSU.

33  
34 In addition, the standards for early promotion to Associate currently require  
35 “evaluations of Excellent in two categories and Baseline or better in the  
36 remaining category.” If the standards for tenure and promotion in the fifth  
37 year of rank are significantly higher than in the sixth year of rank, in order to  
38 assess the potential for ongoing success at SJSU, they should be still higher  
39 in the fourth year of rank.

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41  
42 Resolved That section 4.1 S15-8 (Retention, Tenure, and Promotion for Regular  
43 Faculty Employees: Criteria and Standards) be modified as provided in this  
44 recommendation.  
45

46  
47 Approved: 3/6/23  
48 Vote: 9-0-0  
49 Present: Barrera, French, Gómez, Kazemifar, Monday, Pruthi, Riley, Smith, Wang  
50 Absent: Maldonado  
51  
52 Financial Impact: None anticipated  
53 Workload Impact: None anticipated  
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56 **S15-8, Retention, Tenure, and Promotion for Regular Faculty**  
57 **Employees: Criteria and Standards**

58 ...  
59 4.1.4 Early decisions. Candidates may request consideration for tenure and  
60 promotion up to two years early, provided they have previously completed a  
61 performance review for retention and are not currently scheduled for a  
62 special retention review.  
63 4.1.4.1 Favorable early decisions require a significantly higher level of  
64 achievement than a favorable decision after the normal period of  
65 review.  
66 4.1.4.1.1 One year early. Candidates may be tenured and promoted to  
67 Associate one year early ~~at the prior to the end of their fourth~~  
68 ~~year of service probationary period~~ if they attain evaluations of  
69 Excellent in two categories and Baseline or better in the  
70 remaining category.  
71 4.1.4.1.2 Two years early. Candidates may be tenured and promoted  
72 to Associate two years early if they attain evaluations of  
73 Excellent in two categories and Good or better in the remaining  
74 category.  
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**San José State University**  
**Academic Senate**  
**Curriculum and Research Committee**  
**April 17, 2023**  
**First Reading**

**AS 1852**

**Policy Recommendation**  
**Guidelines For Experimental Courses: 96/196/296/596**

**Whereas:** Current experimental course policies were implemented more than five decades ago with outdated terminology; and

**Whereas:** It is more streamlined to combine the graduate-level experimental course policy ([F67-11](#)) with the undergraduate experimental course policy ([F68-24](#)) into one single policy; and

**Whereas:** Course number 596 has been used for experimental courses in doctoral programs; be it therefore

**Resolved:** That [F67-11](#) and [F68-24](#) be rescinded, and the following become university policy.

- Approved: April 10, 2023
- Vote: 9-0-0
- Present: Richard MocarSKI, Thalia Anagnos, Megan Chang, Collin Onita, Ellen Middaugh, Vishnu Pendyala, Hiu Yung Wong, Stefan Frazier, Scott Shaffer,
- Absent: Marc d’Alarcao, Marie Haverfield, Safiullah Saif
- Workload Impact: None
- Financial Impact: None

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## UNIVERSITY POLICY

### **Guidelines For Experimental Courses: 96/196/296/596**

1. Course numbers 96, 196, 296, and 596 are reserved for experimental courses. Departments that wish to experiment with new subject matter, to meet needs of the community, etc., will use these numbers.
2. An experimental course must go through the established curriculum review process before being included in the schedule of classes. Request for approval will include all pertinent data about the course – a description of the content (a syllabus), the number of units, the reason for offering it, etc. Subsequent approval for the same course must be secured through the curriculum review process.
3. An experimental course offered more than once must be evaluated during the second offering by the departmental curriculum committee for possible inclusion in the regular departmental curriculum, after which standard procedures for the approval of new courses is to be followed. An experimental course may be offered a maximum of three times.
4. Departments may not offer experimental courses that previously have been rejected in the curriculum approval process, or that cover subject matter which impinge on or duplicate the offerings of other departments.

61 **The following shows the old policy for convenience. Major modifications are**  
62 **highlighted.**

63

64 **F67-11 GRADUATE EXPERIMENTAL COURSES; INDIVIDUAL STUDY (Not used**  
65 **in the new policy)**

66

67

68 Legislative History:

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70 Document dated December 4, 1967.

71

72 At its meeting of November 13, 1967, the Academic Council adopted the following  
73 Policy Recommendation presented by the Honors Program Committee:

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75 ACTION BY COLLEGE PRESIDENT:

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77 "Approved." Signed: Robert D. Clark, December 8, 1967.

78

79 HONORS PROGRAM COMMITTEE REGARDING COURSE # 296 F 67-11

80

81 RESOLVED: That course #296 (comparable to #196 on the undergraduate level) be  
82 used for graduate courses that are experimental in nature or that are known as  
83 "special topics" courses that vary from semester to semester or professor to professor.  
84 That course #298 should continue to be used for individual study or research just as it  
85 is now.

86

87 **F68-24 GUIDELINES FOR EXPERIMENTAL UNDERGRADUATE COURSES:**  
88 **96/196**

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91 Legislative History:

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93 Document dated December 24, 1968.

94

95 At its meeting of December 16, 1968, the Academic Council approved the following  
96 proposed revisions for Experimental Undergraduate Courses, presented by Chairman  
97 Gustafson of the Curriculum and Instruction Committee.

98

99 ACTION BY COLLEGE PRESIDENT:

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101 "Approved." Signed: Robert D. Clark, January 10, 1969.

102

103

104

105 GUIDELINES FOR 96/196: EXPERIMENTAL UNDERGRADUATE COURSES F 68-  
106 24

107 1. **96 and 196** are the numbers reserved for experimental courses. Departments  
108 which wish to experiment with new subject-matter, to meet demands voiced by the  
109 community, etc., will use these numbers.

110

111 2. Initial approval to offer a 96 or 196 course must be secured from the **Academic**  
112 **Vice-President's office** before it appears in the Schedule of Classes. Request for  
113 approval will include all pertinent data about the course--a description of the content (a  
114 "green sheet," if possible), the number of units, the reason for offering it, etc.  
115 Subsequent approval for the same course must be secured from the Undergraduate  
116 Studies Committee.

117

118 3. A 96 or 196 course may be offered for a maximum of three consecutive  
119 semesters. A course offered more than once must be evaluated during the second  
120 semester by the departmental curriculum committee for possible inclusion in the  
121 regular departmental curriculum, after which standard procedures for the approval of  
122 new courses is to be followed.

123

124 ~~4. No department may ordinarily offer more than two courses under the 96 and~~  
125 ~~196 numbers in any one semester.~~

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127 5. Departments may not offer under the 96 or 196 number courses which have  
128 been disapproved by College Curriculum Committees, nor subject-matter which  
129 impinges on or duplicates the offerings of other departments.



**POLICY RECOMMENDATION**  
**Amendment B to University Policy S16-1**  
**Faculty Athletics Representative (FAR)**

**RATIONALE**

This policy recommendation concerns term limits and reappointment for SJSU's Faculty Athletic Representative (FAR) role, which are questions that all U.S. American universities with NCAA-sponsored intercollegiate athletics programs must wrestle with:

Some institutions put limits on how long a FAR may serve, in part to protect against a FAR who becomes too comfortable with athletics and too enamored with the perks. However, the steep learning curve at the start of the job pays off the longer the FAR serves and the more experience the FAR gains. FARs who have been in the position for several years understand the athletically-related processes on their campuses, have forged solid working relationships with stakeholders across campus and in their conference, and can bring a wealth of practical experience to the job<sup>1</sup>. (p. 76)

Prior to 2016, SJSU's policy on the FAR role allowed them to serve an unlimited number of three-year terms with the approval of the President, an approach consistent with most other CSUs and many universities across the United States<sup>2</sup>.

Then, in Spring 2016, an update to the FAR policy, [S16-1](#), was approved by the Senate and signed by then-Interim President Martin. This updated policy limited each FAR's service to a maximum of five years, with no further reappointment possible, an approach that some other U.S. American universities have also adopted to ensure regular turnover in the FAR role.

Ideally, SJSU should strike a reasonable compromise between allowing sufficient time for a FAR to become effective, while reducing the risk of any one FAR becoming entrenched in the role.

With this in mind, O&G therefore recommend that S16-1 be amended as described herein.

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<sup>1</sup> Roger Munger. "Best Practices for Working Effectively with Your Faculty Athletics Representative (FAR)" Metropolitan Universities (2014) Available at: [http://works.bepress.com/roger\\_munger/26/](http://works.bepress.com/roger_munger/26/)

<sup>2</sup> In 2013 the NCAA published the FAR Study Report: Roles, Responsibilities and Perspectives of NCAA Faculty Athletics Representatives. The report stated that the typical FAR had been in their role for seven years. Further, most FARs reported that their term had no specific limit, and sixty-five percent of Division I FARs reported having no fixed term. Within the Mountain West Conference, of which SJSU is a member institution, there are no term limits among the FARs. Available at: [https://ncaaorg.s3.amazonaws.com/research/far/2013RES\\_FinalReportNCAAFARSurvey.pdf](https://ncaaorg.s3.amazonaws.com/research/far/2013RES_FinalReportNCAAFARSurvey.pdf)

3.1 The Senate Chair, Chair of the Athletics Board and the President are responsible for establishing, regularly reviewing, and updating as needed, the position description for the FAR.

~~3.2 The FAR will serve a 3-year term. The FAR could be re-appointed for up to 2 years by the President. An example of a situation when an extension might be appropriate would be where an NCAA investigation begins during the FAR's last semester but extends into the following year.~~ **The term of a FAR's appointment shall be three years, renewable for additional three-year terms at the President's discretion, with input from the Chair of the Academic Senate and the Chair of the Athletics Board.** Recruitment of applicants to serve as the Faculty Athletics Representative will be done through the President's Office. All full time tenured faculty interested in the FAR position will be required to submit a 1-page application detailing their experiences and qualifications to serve as SJSU's FAR. All applications will be forwarded to the Executive Committee of the Senate and the Athletics Board for review. In review of applicants consideration should include (a) the candidate must be a full time tenured faculty member, (b) the candidate should have prior successful faculty leadership experience, unrelated to intercollegiate athletics, (c) there should be no conflict of interest, and (d) the candidate should have experiences and skills likely to enhance their effectiveness as SJSU's FAR.

The Senate Executive Committee and the Athletics Board each will forward its recommendations to the President who will arrange for the individuals nominated to be interviewed by the Chair of the Academic Senate, Chair of the Athletics Board, and the President. The President shall appoint a FAR following the interview process.

3.2.1 Reappointment of a FAR. Reappointment ~~should~~ **shall** not be automatic, **but rather shall be carefully considered by the President in consultation with the Chair of the Academic Senate and the Chair of the Athletics Board.** ~~Reappointment for up to 2 years would be appropriate in special cases where continuity is needed.~~

3.2.1.1 Timeline for re-appointments: At the conclusion of the second year of ~~each~~ **each** an initial ~~3~~ **three**-year term, the President ~~will~~ **would** consult with the ~~faculty members of the Executive Committee~~ **Chair** of the Academic Senate and the **Chair of the** Athletics Board if ~~if~~ **when** considering the re-appointment of an incumbent FAR.

3.2.1.2 Review process. **At the conclusion of the second year of each three-year term,** ~~Following a decision to consider re-appointment of a FAR,~~ the Chief of Staff ~~will~~ **would** initiate and complete a review of the performance of the FAR in sufficient time to identify a FAR elect if the incumbent is not re-appointed. **The** ~~Review~~ **Review** of the performance of the FAR **shall be shared with** ~~includes a review by~~ **the Chair of the Academic Senate and the Chair of the Athletics Board for consideration and input. Additional input may be solicited from**

~~and faculty members of the Executive Committee of the Academic Senate, and input from other members of the Senate.~~

3.2.1.3 Reappointment. **When considering the reappointment of a FAR, the performance review (described in 3.2.1.2) shall be taken into consideration, and input shall be sought from the Chair of the Academic Senate and the Chair of the Athletics Board.** The president makes the final decision on reappointment.

3.2.2 Interim appointments. When a FAR will be unable to serve for just one semester (e.g., sabbatical) an interim appointment can be made by the President in consultation with the Executive Committee of the Academic Senate. If a FAR will be unable to serve for a year or more, recruitment of a new FAR will be needed.

#### 4. Recruitment and appointment of the FAR-elect.

At the start of the **final** last year of a FAR's term, the President's Office will put out a call for applicants to serve as FAR-elect in the final semester of the FAR's term and subsequently assume the FAR role. The selection and appointment process followed is that noted above in section 3.2.

4.1 FAR-elect responsibilities. Confer and work with the outgoing FAR the semester before assuming their role as FAR. To facilitate a smooth transition, efforts should be directed toward gaining a solid understanding of and ability to assume their FAR responsibilities. **Timing and release time should be considered to provide the incoming FAR with sufficient on-the-job training, ideally from the outgoing FAR.**

4.2 FAR-elect term. A FAR-elect serves for one semester as FAR-elect followed by a 3-year term as SJSU's FAR.

**Approved:** April 10, 2023

**Vote:** 9-0-0

**Present:** Andreopoulos, Baur, Han, Hart, Higgins, Jochim, Lee, Muñoz-Muñoz, Tan

**Absent:** Herrlin

#### **Financial impact:**

When incoming FARs are granted release time for their onboarding to overlap with the outgoing FAR's term, then there could be financial implications.

#### **Workload impact:**

When the outgoing FAR is meaningfully involved with the onboarding process for the incoming FAR, this could temporarily impact the outgoing FAR's workload.

1 SAN JOSÉ STATE UNIVERSITY  
2 Instruction and Student Affairs Committee  
3 April 17~~0~~, 2023  
4 First Reading

AS 1853

5 **POLICY RECOMMENDATION**  
6 **Amendment E to S16-16, University Policy, Academic Notice, Administrative**  
7 **Academic Probation, and Disqualification**

8 **Legislative History:**

9 **Resolved**, that S16-16 be amended to clarify requirements, promote student success,  
10 and update language.

11 Approved: April 10, 2023  
12 Vote: 9-0-0  
13 Present: Sullivan-Green (Chair), Chen, Chuang, Jackson, (non-voting),  
14 Leisenring (non-voting), Masegian, Mathur, Pinnell, Sen, Sheta,  
15 Wolcott  
16 Absent: Chadwick, Hill, Jaiswal, Khan, Muller, Rollerson, Treseler  
17 Financial Impact: None  
18 Workload Impact: TBD  
19  
20 Approved: April 18, 2016  
21 Vote: 14-0-1  
22 Present: Bruck (nonvoting), Brooks, Sen, Sofish, Campsey, Branz (nonvoting),  
23 Walters, Kaufman, Sullivan-Green, Abukdheir, Medina, Medrano,  
24 Khan, Wilson, Simpson, Nash, Amante  
25 Absent: Gay, Rees  
26 Financial Impact: None  
27 Workload Impact: Not significant

28 **University Policy**  
29 **Academic Notice, Administrative Academic Probation, and**  
30 **Disqualification**

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51 I. **Glossary of Terms**

52 **Academic Notice (formerly Academic Probation):** academic standing category  
53 for students with a SJSU cumulative GPA below 2.0 (undergraduates) or 3.0  
54 (graduate students)

55 **Academic Disqualification:** academic standing category for students on academic  
56 notice who have not met the criteria to remain on continued notice (term GPA of at  
57 least 2.0 for undergraduates, at least 3.0 for graduate students), or return to good  
58 academic standing (cumulative SJSU GPA of at least 2.0 for undergraduates, at  
59 least 3.0 for graduate students)

60 **Academic Standing:** status applied to student record based on GPA; categories  
61 include good standing (no notation on record), academic notice (formerly academic  
62 probation), continued notice (formerly continued probation), academic  
63 disqualification, administrative academic probation, and administrative academic  
64 disqualification

65 **Administrative Academic Probation:** students are placed in this category by  
66 appropriate campus authorities based on unsatisfactory academic progress toward  
67 their degree program (regardless of GPA) or if there are noted behavioral or safety  
68 concerns

Commented [LS1]: Verifying language here

69 **Administrative Academic Disqualification:** students are subject to administrative  
70 academic disqualification if they fail to meet the criteria defined in their  
71 administrative academic probation notice, or in the case of serious concerns about  
72 the safety or well-being of the student or others in certain course contexts such as  
73 clinical, laboratory, or fieldwork courses (see policy for details)

74 **ADRRC:** Academic Disqualification and Reinstatement Review Committee,  
75 Academic Senate committee that serves as a review and appeals committee for  
76 various policies and student petitions

77 **Continued Notice (formerly Continued Probation):** academic standing category  
78 for students with a term GPA of at least 2.0 (undergraduates) or 3.0 (graduate  
79 students), but a cumulative SJSU GPA below that threshold

80 **Former Student Returning (FSR):** a student who attended SJSU as a  
81 matriculated student and is seeking to return following disqualification or a stop-out  
82 period

83 **GPA:** Define all GPAs for clarity (Term GPA, SJSU Cumulative GPA, All College

84 GPA, Major GPA)

Commented [LS2]: Adding language for clarity on various GPAs used for Academic Notice and Disqualification

85 **Open University:** option for non-matriculated students to take SJSU courses, if  
86 seats are available; students who have been disqualified may take courses through  
87 Open University to improve their cumulative SJSU GPA

88 **Post-Baccalaureate (PBXT):** category of students who have earned a Bachelor's  
89 degree and are not currently matriculated in a graduate program

90 **Readmission:** the process by which students apply for admission to the university  
91 after being disqualified and reinstated. Special consideration is given to Former  
92 Students Returning (FSRs) through the FSR Petition for Readmission

93 **Reinstatement:** the process by which students may return to academic good  
94 standing, or academic notice, after being disqualified. Note that students must also  
95 be readmitted to the university to be eligible to continue as a matriculated student  
96 at SJSU

## 97 II. Undergraduate Students

98 Per Sections 41300 and 41300.1 Title 5 of the California Code of Regulations,  
99 undergraduate students studying for a baccalaureate degree are expected to  
100 maintain a grade point average (GPA) of 2.0 or better in their academic work at  
101 SJSU in order to be classified as being in good academic standing. In determining  
102 a student's eligibility to remain enrolled at SJSU, both quality of performance and  
103 progress toward the degree or other program objectives are weighed. Quality of  
104 performance is determined by the GPA in all letter-graded courses. Other factors,  
105 such as the total number of units taken, the number of courses repeated, or the  
106 GPA in the major may be considered in determining progress toward degree or  
107 other degree program objectives.

### 108 A. University Academic Notice and Continued Academic Notice

109 Undergraduate students will be placed on academic notice if at any time  
110 (following a Fall, Spring, or Summer term) their SJSU cumulative GPA falls  
111 below 2.0. The academic notice status is shown on the transcript.

112 Undergraduate students on academic notice will remain on continued  
113 academic notice when the following term GPA is 2.0 or better, while the  
114 SJSU cumulative GPA remains below 2.0. The continued academic notice  
115 status is shown on the transcript and is treated like academic notice in terms  
116 of academic standing.

117 First year students<sup>1</sup> on academic notice are allowed a second consecutive  
118 semester of academic notice (known as continued academic notice) if the  
119 SJSU cumulative GPA is in the range 1.50 to 1.99.

120 The Registrar's Office will notify students who are placed on academic  
121 notice when term grades are posted. The notification will include a referral of  
122 the students to their advisors for consultation. Undergraduate students on  
123 academic notice may have restrictions placed on their total unit load until  
124 they return to good standing.

125 Undergraduate students on academic notice or continued academic notice  
126 will have holds placed on their records and will not be allowed to participate  
127 in further registration activities until they have conferred with their academic  
128 advisor(s) to design a study plan to raise their SJSU cumulative GPA to at  
129 least 2.0 in the most expeditious manner. The registration hold will continue  
130 until the student returns to good standing.

131 Undergraduate students will remain on academic notice or continued  
132 academic notice until they return to good standing or are disqualified. They  
133 are removed from academic notice and returned to good standing when the  
134 SJSU cumulative GPA is at or above 2.0. Academic standing will be updated  
135 when a change affecting the GPA is made to the academic record, such as  
136 the addition of new grades (following a Fall, Spring, or Summer term) or  
137 approval of a petition for a grade change or retroactive course drop or  
138 semester withdrawal.

139 Special Session programs, including SJSU Online, may have their own  
140 calendar/process for placing students on academic notice or continued  
141 academic notice and disqualification. Programs should have their process  
142 approved by the ADRRC.

143 **B. University Academic Disqualification**

144 Undergraduate students on academic notice or continued academic notice  
145 will be academically disqualified when the term GPA for a Fall or Spring  
146 semester is below 2.0. The disqualified status is shown on the transcript.  
147 Undergraduate students will not be disqualified before they have attempted  
148 a minimum of 30 units; instead, students will be placed on continued

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<sup>1</sup> First year students are defined as first-time students who have attempted up to 30 units at SJSU. Transfer students are not included in this category.



149

academic notice until 30 attempted units are reached.

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**C. Reinstatement following Academic Disqualification**

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Undergraduate students disqualified from the university can petition to be reinstated. Reinstatement is a process separate from readmission.

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Readmission requires reapplication to the university. Readmission is the

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process by which a student is returned to the university. Reinstatement is

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the process by which a student is returned to the original major or a different

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major. University Policy F12-7 provides a mechanism to give Former

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Students Returning (FSRs) priority for readmission as upper-division

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transfers. This is a separate petition process with its own deadlines distinct

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from those pertaining to university application deadlines and to

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reinstatement petition deadlines.

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The reinstatement petition and FSR petition processes include department

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and college-level approvals. Reinstatement on academic notice requires,

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additionally, the signature of the Associate Dean of Undergraduate

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Education. For undergraduates, reinstatement into the university does not

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guarantee reinstatement into the previous major. Undergraduate students

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who do not obtain department or college-level approval for reinstatement

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into their previous majors may petition for reinstatement into new majors or

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into an undeclared status. The ADRRC is charged with establishing and

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evaluating the guidelines for reinstatement.

170

There are four categories available for petitioning for reinstatement as an

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undergraduate student:

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**1. Raising the SJSU Cumulative GPA to 2.0 or Better.** Generally, the

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SJSU cumulative GPA is raised through SJSU Open University

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coursework, although retroactive (after the last day of classes) actions

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by students, such as completion of Incomplete ("I") grades or course

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drops, can also raise the SJSU cumulative GPA.

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**2. Extenuating Circumstances.** Reinstatements in this category will be

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granted only for serious and compelling circumstances that were

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clearly beyond a student's control and are clearly documented in the

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petition. The criteria for approval under this category are similar to

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those required for a retroactive course drop or retroactive semester

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withdrawal. Sometimes the approval of such retroactive petitions will

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raise the SJSU cumulative GPA to 2.0 or better (good academic

**Commented [3]:** Gives undergrad students a period of time to adjust.

**Commented [4R3]:** Check with the CSU CO, regarding frosh and less than 30 units (i.e., minimum requirements for disqualification).

**Commented [5R3]:** Language regarding ff will be clarified. See above note.

**Commented [6]:** We need to verify if students are able to return as undeclared. Will clarify in final draft of policy.

184 standing), thus shifting to a Category 1 approval.

185 **3. Special Consideration.** This category is reserved for students whose  
186 petitions cannot be accommodated within the other categories.  
187 Typically, such students have spent substantial time (five years or  
188 more) away from SJSU since their disqualification and can  
189 demonstrate that their life experiences have prepared them for a  
190 successful return to school. Students disqualified while in the lower  
191 division may be reinstated and readmitted in fewer than five years.  
192 Generally, students must be eligible for readmission on academic  
193 notice prior to approval under this category. Multiple reinstatements  
194 under this category are rarely granted.

195 **4. Petitioned Grade Change.** This category is reserved for changes in  
196 grade approved under Section III (Grade Appeal) and Section IV  
197 (Change of Grade) of University Policy S09-7. If a timely grade  
198 change results in an increase in the term GPA or in the SJSU  
199 cumulative GPA to 2.0 or better, the student may qualify, not only for  
200 reinstatement under this category, but also for the rescinding of the  
201 academic standing of academic notice or disqualification (meaning  
202 that the academic standing is removed from the transcript). The  
203 rationale for the rescinding of academic standing is that the instructor  
204 and not the student made the error that led to an incorrect posting of  
205 academic standing. Generally, the grade change must be made by  
206 the Drop Deadline of the following Fall or Spring semester. Further  
207 extension of this deadline will be considered only when there is  
208 documentation of the student's attempt(s) to contact the instructor  
209 and/or the department chair, and the late submission of the change of  
210 grade form is clearly beyond the student's control, as described in  
211 University Policy S09-7.

212 Reinstatement of undergraduates following a second disqualification must  
213 generally be done under Category 1.

214 **D. Administrative Academic Probation and Disqualification**

215 Per Sections 41300.1 Title 5, "An undergraduate... student may also be  
216 placed on academic probation or may be disqualified by appropriate campus  
217 authorities for unsatisfactory scholastic progress regardless of cumulative  
218 grade point average or progress points. Such actions shall be limited to  
219 those arising from repeated withdrawal, failure to progress toward an

Commented [7]: Keep "probation" here instead of "notice" so that the distinction between these standings is as significant as possible.

220 educational objective and noncompliance with an academic requirement...”  
221 Further, a student may be placed on administrative academic probation if  
222 there are noted behavioral or safety concerns.

223 Limitations. As with academic notice and disqualification, administrative  
224 academic notice must precede administrative academic disqualification in all  
225 but the most exceptional circumstances (see below). In most cases, a direct  
226 reassignment from good standing in the major to disqualification from the  
227 major is prohibited. In other words, at least one semester of academic notice  
228 in the major is required prior to disqualification from the major. The  
229 underlying philosophical premise is that students should be placed on notice  
230 prior to disqualification.

231 Transcript Notation. Both administrative academic notice and administrative  
232 academic disqualification status will be shown on the transcript.

233 **Academic Progress in the Major**<sup>2</sup>. Most instances of administrative  
234 academic probation and disqualification result from academic notice and  
235 disqualification in the major.<sup>3</sup>

236 Despite maintaining a SJSU cumulative GPA of 2.0 or better, an  
237 undergraduate student’s academic performance in the major may fall below  
238 the minimum standards for that major. In these cases, while the student

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<sup>2</sup> Definition of Major. For the purposes of this policy, “major” means a unique degree program. Specifically, each individual concentration is a degree program. For example, there is only one individual type of baccalaureate degree in the College of Business, the B.S., Business Administration. There are, however, multiple concentrations, many of which have different criteria related to probation and disqualification, change of major, and (re)admission to the major. Each of these concentrations is treated as its own major.

<sup>3</sup> Supporting Student Success. Although it may seem harsh to disqualify students from the majors of their choice, in many instances, students will be well served by such departmental policies. For example, there are many students who barely progress through their major degree programs, only to discover when they are high unit seniors that they are unable to complete key upper-division or capstone courses, or they have major GPAs well below 2.0 even though their SJSU GPAs are above 2.0. It is better for students to discover early in their degree work that either they need to demonstrate improvement in courses leading to the major or they should find another major more suited to their talents and interests. All policies developed to be consistent with this policy will still require advising and student support structures (tutoring, counseling, etc.) to function as intended. Academic notice and disqualification in the major, at its best, can provide a mechanism to compel struggling students to recognize areas for improvement, successfully negotiate hurdles, and get back on track. Alternatively, such policies can help students realize early in their academic careers that they should be exploring other majors and possible careers prior to spending a great deal of time and money pursuing a major that is a poor fit. In summary, well-designed and well-implemented policies for academic notice and disqualification in the major will be beneficial as an early warning system for students and enhance retention and graduation efforts more generally.

239 remains in overall good standing with the university, they are subject to  
240 administrative-academic notice in and disqualification from the major. Each  
241 college, school, department, and program (hereafter referred to as  
242 “program”) may employ program-specific criteria for determining a policy of  
243 academic notice in, disqualification from, and reinstatement into the major.  
244 These criteria must be reviewed and approved by the ADRRC.

245 Notification. Undergraduate programs must ensure that all students within  
246 the concerned majors are advised of these program-level criteria and the  
247 consequences of being placed on Administrative Academic Notice or  
248 Disqualification. At a minimum, criteria in addition to or differing from  
249 university regulations must be posted on departmental and/or program  
250 websites and any other program documents, such as student handbooks.

251 **E. Academic Notice in the Major and Disqualification from the Major.**

252 **1. Academic Notice in the Major**

253 Undergraduate students may be placed on academic notice in the  
254 major when their cumulative GPA in the major falls below 2.0. The  
255 GPA in the major is generally defined by the section of the catalog  
256 labeled Requirements of the Major, but for the purposes of this policy  
257 major GPA may be specified to include courses in Preparation for the  
258 Major. SJSU and non-SJSU courses should be considered.

259 Departments and schools must notify students in writing of (new)  
260 academic notice in the major or disqualification from the major status  
261 no later than two weeks following the posting of university academic  
262 standing. They must also be provided with the conditions for release  
263 from administrative academic notice and the circumstances that  
264 would lead to administrative academic disqualification should  
265 academic notice not be cleared. There should be a mechanism to  
266 permit return to good standing from academic notice. Undergraduate  
267 students must be advised to meet with an advisor in the major to  
268 design a study plan to raise their GPA in the major to 2.0 in the next  
269 semester of enrollment.

270 **2. Disqualification from the Major**

271 If undergraduate students on academic notice in the major fail to  
272 achieve a minimum term GPA of 2.0 in the major during a subsequent  
273 Fall or Spring semester, they may be disqualified from the major.

274 Departments and/or colleges must notify the Registrar's Office.

275 Students disqualified under this policy will be notified by the program  
276 that they are no longer eligible to continue in the major and that their  
277 major will be changed to undeclared unless another major for which  
278 they are qualified is selected. Notification will include a referral of the  
279 students to appropriate advisors for consultation.

280 **3. Guidelines and Criteria for Programmatic Academic Notice and**  
281 **Disqualification**

282 Maximum Course Grade or GPA Requirements. Programs may not  
283 require individual course grades to be higher than "C" for  
284 undergraduates. At the most, a department may require that each and  
285 every course required for the degree program be passed at this  
286 standard. The corollary is that the maximum GPA that can be  
287 required for any set of courses cannot be higher than 2.0 for  
288 undergraduates. Related to these general guidelines are the following  
289 stipulations:

- 290 a. Admission requirements and degree requirements are  
291 different. Admission to an impacted degree program may  
292 include supplemental criteria such as a GPA greater than the  
293 2.0 threshold. However, once a student is admitted to a major,  
294 the degree requirements must be limited to "C or better" for  
295 undergraduates (Title 5).
- 296 b. Following a disqualification from the major, reinstatement to  
297 the major may include course grades or GPA requirements  
298 higher than the standard thresholds. In effect, students seeking  
299 such reinstatements are being admitted to the major again and  
300 may be held to higher standards than are required to complete  
301 a degree. This is especially appropriate for impacted majors  
302 that already apply supplemental criteria for admission of new  
303 students to the major.

304 **Restrictions on Course or Unit Load Per Semester.** Programs may  
305 restrict a student to two attempts of any course offered by the  
306 program. The basic guideline is that the university rules for repeating  
307 courses should be followed unless the program chooses to be more  
308 lenient than the university. These parameters may be set as a

309 minimum or maximum. For example, cohort programs may require  
310 that a minimum number of courses/units be taken each semester in  
311 order to best utilize resources or to ensure that the program is  
312 completed while student knowledge is still current. Alternatively,  
313 setting a maximum number of units may make sense for students on  
314 academic notice in the major. Special situations include the following:

- 315 a. Approved course drops or semester withdrawals (W grades)  
316 are considered to be without prejudice and should not be  
317 counted as an attempt at a course if the program restricts the  
318 number of attempts of a course (per University Policy S09-7).
- 319 b. If grade forgiveness is allowed (undergraduates only), then the  
320 repeat grade must be considered without prejudice (as implicit  
321 in University Policy F08-2).
- 322 c. If grade forgiveness is not possible when a course is attempted  
323 multiple times, the university will use grade averaging in  
324 computing the SJSU GPA (per University Policy F08-2). A  
325 program may also do this or may consider the final attempt at  
326 the course or the highest grade in the course for the purposes  
327 of the major GPA or to satisfy any requirements prior to  
328 completion of the major.
- 329 d. If the course in question is offered by another department, the  
330 program may choose to consider only the first two attempts in  
331 determining academic notice or disqualification status. Clearly,  
332 the major department cannot restrict the number of times a  
333 student enrolls in a course offered by another department, but  
334 it is permitted, for instance, to ignore the grade from a third  
335 attempt to pass a class with a C or better.

336 **Exceptions.** Exceptions to the rule that administrative academic  
337 disqualification must be preceded by an academic notice period may  
338 be made in the following cases:

- 339 a. In clinical courses, laboratory courses, or other types of  
340 programmatic requirements, there may be such serious  
341 concerns about the safety or well-being of the student or other  
342 students, clients, patients, etc., that repetition of the course is  
343 not reasonable. For such courses or programmatic

Commented [8]: Change this label/clarify

344 experiences, departments may establish “no repeat” policies,  
345 i.e., a course may not be repeated if not passed on the first  
346 attempt. The course catalog description, course syllabus, and  
347 programmatic information must all clearly provide this  
348 information. In clinical or lab settings in which safety or well-  
349 being are severely compromised, an instructor may disenroll a  
350 student from the course, which may lead to disqualification  
351 from the major. In general, the immediate move from good  
352 standing to disqualification (without a term of academic notice  
353 in between) should be associated with the inability to satisfy a  
354 specific course requirement on the first and only allowable  
355 attempt, not with a less specific programmatic requirement.

356 b. There may even be time limits or unit limits established to  
357 satisfy certain conditions, which, if not met, may lead to  
358 disqualification from the major degree program without an  
359 intervening term on academic notice. Cohort programs must  
360 provide in their policies a reasonable accommodation for  
361 students who must stop out for legitimate reasons.

362 Programs may consider university academic notice or disqualification  
363 as a factor in determining academic notice in or disqualification from  
364 the major.

365 **4. Reinstatement to the Major**

366 Programs employing a policy for disqualification from the major may  
367 have a procedure or set of conditions for reinstatement of those  
368 students into the major. Conditions for reinstatement should be clearly  
369 communicated to students at the time they are disqualified. If it is not  
370 possible to be reinstated after a programmatic disqualification, which  
371 is a programmatic option, then that too must be communicated.  
372 Conditions for reinstatement from administrative academic  
373 disqualification, if it is to be allowed, should be stringent enough that  
374 students return to the major in good standing as opposed to being  
375 reinstated on academic notice.

376 A critical step in achieving reinstatement to the major following  
377 disqualification from the major is consultation by students with their  
378 advisors to design a study plan that addresses scholastic deficiencies  
379 and demonstrates that they are ready to resume rigorous academic

380 work.

381 **5. Petitions**

382 In cases of error or extenuating circumstances, upon receiving notice  
383 of administrative academic notice or disqualification, students may  
384 petition to an appropriate faculty committee at the program level or to  
385 the department chair/school director to appeal such action. In the  
386 case of a negative decision in response to the petition, students may  
387 appeal to the ADRRC, the process for which is described in Section  
388 III below. After review of the petition, the ADRRC will make a  
389 recommendation to the Associate Dean of Undergraduate Education  
390 to confirm or rescind the action.

391 **III. Graduate, Post-baccalaureate, and Credential Students**

392 **A. University Academic Notice and Continued Academic Notice**

393 Graduate and post-baccalaureate teaching credential candidates will be  
394 placed on academic notice if at any time following a Fall, Spring, or Summer  
395 term their SJSU cumulative GPA falls below 3.0. The academic notice status  
396 is shown on the transcript.

397 Graduate students and credential candidates on academic notice will remain  
398 on continued academic notice when the following term GPA is 3.0 or better,  
399 while the SJSU cumulative GPA remains below 3.0. The continued  
400 academic notice status is shown on the transcript and is treated like  
401 academic notice in terms of academic standing.

402 **Distinction between SJSU Cum GPA (as shown on the transcript) and**  
403 **GPA for the degree program (as shown on the candidacy form).** All  
404 upper-division (100 level) and graduate-level (200 level) courses, including  
405 SJSU Open University courses taken ~~as a post-baccalaureate~~ while in a  
406 GRAD career, will be used in the calculation of SJSU cumulative GPA.  
407 Courses from other institutions, courses taken via SJSU Open University in  
408 any career other than GRAD, and courses from the SJSU undergraduate  
409 career will not be counted in the graduate SJSU cumulative GPA. In  
410 addition, the GPA among all of the courses that appear on the candidacy  
411 form (count toward the degree) must also be a minimum of 3.0 for degree  
412 conferral. SJSU courses taken at the lower-division level (numbered below  
413 100) will be shown on the student transcript but cannot be used to satisfy  
414 graduate degree requirements and will not be included in the graduate



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student GPA calculations.

Commented [LS9]: Suggest that it reads: "SJSU cumulative GPA for students in a GRAD career"

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The Registrar's Office will notify students who are placed on academic notice when term grades are posted. The students will also be advised of conditions required for return to good standing, the consequences of not maintaining a term GPA of 3.0, and the necessity of conferring with their graduate advisor.

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Graduate and credential candidates will remain on academic notice or continued academic notice until they return to good standing or are disqualified. They are removed from academic notice and returned to good standing when the SJSU cumulative GPA is at or above a 3.0. Academic Standing will be updated when a change affecting the GPA is made to the academic record, such as the addition of new grades (following a Fall, Spring, or Summer term) or approval of a petition for a grade change or retroactive withdrawal.

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**Completion of all Degree or Credential Requirements While on Academic Notice.** Enrollment in at least one letter-graded course is required of graduate students in each Fall and Spring semester that they are on academic notice.

Commented [LS10]: Removed A1, A2 sections and formatted to be consistent with the UG section under Section "A"

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If a graduate student does not complete the graduate degree program with the minimum 3.0 GPA in the candidacy coursework (thus in all degree requirements), his or her major department may terminate the candidacy or permit completing additional courses in an attempt to raise the GPA in the program to the 3.0 threshold. When the student's major department recommends the latter, 30% of the total units in the major may be added to the candidacy form, but this total is for the entire duration of the graduate career. The additional courses can be ones already taken or courses to substitute for elective courses on the candidacy form. Note that the original grade, even with a substitution, cannot be eliminated but instead is counted in GPA calculations along with the new grade. Any course with a grade less than a "B" may be repeated at the graduate level, but no more than 9 units in the graduate career, no matter the number of units required in the degree program, can be repeated per University Policy F08-2.

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Failure to raise the candidacy and SJSU cumulative GPA to 3.0 after completing these additional courses(s) will result in a termination of the student's candidacy and an inability to earn the graduate degree.

450 Credential candidates who fail to achieve a 3.0 GPA upon completion of the  
451 credential program will be precluded by the department from attempting  
452 additional coursework and therefore not be recommended for an award of a  
453 credential by the State of California.

454 **B. University Academic Disqualification**

455 Graduate students on academic notice or continued academic notice will be  
456 academically disqualified when the term GPA for a Fall or Spring term is  
457 below 3.0. The disqualified status is shown on the transcript.

458 **C. Reinstatement following Academic Disqualification**

459 Graduate students disqualified from the university for the first time can  
460 petition to be reinstated, unless otherwise disallowed by an accrediting body  
461 or other governing agency. Reinstatement is a process separate from  
462 readmission. Students must file an application for readmission to register for  
463 classes following reinstatement. Application for readmission can be done  
464 during the semester in which the program of study is underway or in which  
465 the reinstatement petition is being considered.

466 A graduate student may petition for reinstatement on the basis of any of the  
467 following five categories:

- 468 1. **Raising the SJSU Cumulative GPA to 3.0 or Better.** The SJSU  
469 cumulative GPA can be raised through SJSU Open University  
470 coursework as part of a Program of Study (see below), although  
471 retroactive (after the last day of classes) actions by students, such as  
472 completion of Incomplete ("I") grades or course drops, can also raise  
473 the SJSU cumulative GPA.
- 474 2. **Extenuating Circumstances.** Reinstatements in this category will be  
475 granted only for serious and compelling circumstances that were  
476 clearly beyond a student's control and are clearly documented in the  
477 petition. The criteria for approval under this category are similar to  
478 those required for a retroactive (course) drop or retroactive  
479 (semester) withdrawal. Sometimes the approval of such retroactive  
480 petitions will raise the SJSU cumulative GPA to 3.0 or better (good  
481 academic standing), thus shifting to a Category 1 approval.
- 482 3. **Special Consideration.** This category is reserved for students whose  
483 petitions cannot be accommodated within the other categories. Such

484 students will have spent substantial time (five years or more) away  
485 from SJSU since their disqualification and can demonstrate that their  
486 life experiences have prepared them for a successful return to school.

487 Because this category of reinstatement exists to give students a fresh  
488 start on their degree pursuit, past grades that led to the previous  
489 disqualification should not hinder a student's progress through the  
490 newly begun degree program. Circumstances could exist in which the  
491 original scholastic performance was so poor that, even with excellent  
492 progress through the new degree program, the GPA could not be  
493 returned to a 3.0 level. Therefore, the previous grades should not be  
494 counted against the student. This can be effected by means of a  
495 Disregard of All Previous Graduate Coursework for Reinstatement  
496 Petition. The corollary to this benefit is that none of the disregarded  
497 coursework may be used in the new degree program; however,  
498 satisfaction of the graduate-level Graduation Writing Assessment  
499 Requirement (GWAR) would carry over to the new program. By the  
500 same token, no other courses from any source may be transferred  
501 into the new degree program.

Commented [LS11]: Suggest this reads "Therefore, the previous grades shall not be counted in the new degree program."

Commented [12]: May need to update depending on whether there are changes to our campus GWAR policy for grad students.

Commented [13R12]: update pending campus decision

502 4. **Petitioned Grade Change.** This category is reserved for changes in  
503 grade approved under Section III (Grade Appeal) and Section IV  
504 (Change of Grade) of University Policy S09-7. If a timely grade  
505 change results in an increase in the term GPA or in the SJSU  
506 cumulative GPA to 3.0 or better, the student may qualify not only for  
507 reinstatement under this category, but also for the rescinding of the  
508 academic standing of academic notice or disqualification (meaning  
509 that the academic standing is removed from the transcript). The  
510 rationale for the rescinding of academic standing is that the instructor  
511 and not the student made the error that led to an incorrect posting of  
512 academic standing. Generally, grade change must be made by the  
513 Drop Deadline of the following Fall or Spring semester. Further  
514 extension of this deadline will be considered only when there is  
515 documentation of the student's attempt(s) to contact the instructor  
516 and/or the department chair, and the late submission of the change of  
517 grade form is clearly beyond the student's control, as described in  
518 University Policy S09-7.

519 5. **Program of Study.** A graduate student must confer with his or her  
520 graduate advisor to develop a schedule of classes appropriate to the  
521 student's major. The courses must consist of a minimum of 6 units

Commented [14]: Reference federal policy and Title V policy that dictates requirements in this section

522 per term, and all must be taken in a single term. They must be letter  
523 graded, upper division (100-level), and taken through the SJSU Open  
524 University or SJSU's Extended Studies winter or summer session.  
525 The 100-level courses may or may not be part of the graduation  
526 requirements for the student's degree program. The advisor may  
527 require more than 6 units of coursework but no more than 9 units.  
528 (International students must also work with an advisor from  
529 International Student and Scholar Services before their program of  
530 study is approved to ensure that their plan satisfies F-1 visa  
531 requirements.)

532 Graduate (200-level) courses are not permitted in the program of  
533 study, and disqualified students cannot enroll in 200-level courses.  
534 *Courses taken prior to approval of the program of study via*  
535 *submission of the Graduate Petition for Reinstatement will not be*  
536 *accepted.* Also precluded from the program of study are courses  
537 taken at another university, 300-level, 400-level, or 500-level courses,  
538 and lower- division courses. If the student plans to pursue a different  
539 degree program upon readmission to the university, the program of  
540 study must be applicable to the new major, be developed in  
541 conjunction with the graduate advisor of the new major, and  
542 demonstrate the student's capacity to complete the new graduate  
543 degree requirements. If a course on an approved program of study  
544 becomes unavailable, another reinstatement petition must be  
545 submitted and approved immediately after enrollment in a substitute  
546 course. Once the program of study has been completed successfully  
547 with a minimum GPA of 3.3 ("B+") and no grades lower than B, the  
548 student will be reinstated and, after reapplication to the university,  
549 readmitted to the university and the department. Should the student  
550 fail to achieve the 3.3 minimum GPA, additional programs of study  
551 are permissible with entirely new classes and consent of the graduate  
552 program coordinator of the major they intend to matriculate into.

553 Reinstatement is not allowed for a second disqualification. Unless  
554 extenuating circumstances can be cited that result in rescinding the  
555 second disqualification, a Graduate Petition for Reinstatement to the  
556 university will not be accepted from students who have been  
557 disqualified more than once.

558 Graduate students reinstated following university disqualification  
559 normally return on academic notice. Subsequently, they must achieve

560 an SJSU term GPA of 3.0 or better each semester following  
561 readmission until their cumulative SJSU GPA is 3.0 or better. Failure  
562 to attain a minimum SJSU term GPA of 3.0 will result in a second and  
563 final disqualification.

564 **D. Administrative Academic Probation and Disqualification**

565 Per Sections 41300.1 Title 5, "... [A] graduate student may also be placed  
566 on probation or may be disqualified by appropriate campus authorities for  
567 unsatisfactory scholastic progress regardless of cumulative grade point  
568 average or progress points. Such actions shall be limited to those arising  
569 from repeated withdrawal, failure to progress toward an educational  
570 objective and noncompliance with an academic requirement..."

571 Despite maintaining a SJSU cumulative GPA of 3.0 or better, a graduate  
572 student's academic performance in the major may fall below the minimum  
573 standards established in that major. In these cases, while students remain in  
574 overall good standing with the university, they are subject to academic  
575 probation in and disqualification from the graduate major. As with  
576 undergraduate programs, each college, school, department, and program  
577 (hereafter referred to as "program") may employ a policy of academic  
578 probation in, disqualification from, and reinstatement into the graduate  
579 major. The criteria must be reviewed and approved by the ADRRC.

580 As with academic notice and disqualification, administrative academic  
581 probation must precede administrative academic disqualification in all but  
582 the most exceptional circumstances (see below). In most cases, a direct  
583 reassignment from good standing to disqualification is prohibited. In other  
584 words, at least one semester of academic probation that is initiated by the  
585 department and approved by the College of Graduate Studies is required  
586 prior to disqualification from the university. The underlying philosophical  
587 premise is that students should be placed on notice prior to disqualification.  
588 For example, a substandard grade in one course could not result in  
589 disqualification; rather, the student would be put on administrative academic  
590 probation and afforded the opportunity to repeat that class. Passage of the  
591 repeated course with the required grade would result in the return of the  
592 student to good standing. Programs can limit the number of semesters on  
593 academic probation in the student career to as few as one.

594 Graduate programs must ensure that all students within the concerned  
595 majors are advised of these program-level criteria. At a minimum, criteria in

596 addition to or differing from university regulations must be posted on  
597 departmental and/or program websites and any other program documents,  
598 such as student handbooks.

599 Transcript Notation. Both administrative academic probation and  
600 administrative disqualification status will be noted on the transcript.

601 **1. Administrative Academic Probation**

602 Departments and schools must notify students in writing of (new)  
603 probation no later than two weeks following the posting of university  
604 academic standing. Students must also be provided with the  
605 conditions for release from administrative academic notice and the  
606 circumstances that would lead to administrative academic  
607 disqualification should academic notice not be cleared. There should  
608 be a mechanism to permit return to good standing from academic  
609 probation. Graduate students must be advised to meet with an  
610 advisor or program coordinator in their program to design a plan to  
611 return to good standing. When administrative-academic probation  
612 occurs, students will be notified of the reasons in writing by the  
613 program with copies delivered to the Associate Dean of Graduate  
614 Studies and the Registrar.

615 **2. Administrative Academic Disqualification**

616 When administrative academic disqualification occurs, students will  
617 be notified of the reasons in writing by the program with copies  
618 delivered to the Associate Dean of Graduate Studies and the  
619 Registrar.

620 **3. Guidelines and Criteria for Administrative Academic Probation**  
621 **and Disqualification at the Program Level<sup>4</sup>**

Commented [15]: Amy will check with Jeff

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<sup>4</sup> Examples. Among the standards that a program might make mandatory is the achievement of grades of “B” in every class or in particular classes with a stipulated number of repetitions permitted. Similarly, an acceptable standard would be to require a “CR” in field, student teaching, or internship courses with a stipulated number of “NC” grades allowed for repetition. In addition, graduate students are expected to make reasonable progress through their degree program. One cannot, for example, have been admitted to one program but take no courses in it while taking courses in a second program. Usually, graduate students must successfully form a master’s or doctoral committee. While the program should make every attempt to aid a student in forming a committee, the inability to do so would be grounds for dismissal from the program.

Repeated failure to complete a project or thesis research proposal would constitute reasonable justification

622 Qualifying or Comprehensive Exams. In programs in which qualifying  
623 or comprehensive exams must be passed, policies governing exam  
624 procedure, for example, with regard to the number of times the exams  
625 may be attempted, must be formulated and publicized by the  
626 programs.

627 **Maximum Course Grade or GPA Requirements (Title V).**

628 Programs may not require individual course grades to be higher than  
629 “B” for graduate students. At the most, a department may require that  
630 each course required for the degree program be passed at this  
631 standard. The corollary is that the maximum GPA that can be  
632 required for any set of courses cannot be higher than 3.0 for graduate  
633 students.

634 Admission requirements and degree requirements are different.  
635 Admission to a graduate degree program may include supplemental  
636 criteria such as a GPA greater than the 3.0 threshold. However, once  
637 a student is admitted to a major, the degree requirements must be  
638 limited to “B or better” for graduate students.

639 **Restrictions on Course or Unit Load Per Semester.** Programs may  
640 restrict a student to two attempts of any course offered by the  
641 program. The basic guideline is that the university rules for repeating  
642 courses should be followed unless the program chooses to be more  
643 lenient than the university. These sorts of criteria may be set as a  
644 minimum or maximum. For example, cohort programs may require  
645 that a minimum number of courses/units be taken each semester in  
646 order to best utilize resources or to ensure that the program is  
647 completed while student knowledge is still current. Alternatively,  
648 setting a maximum number of units may make sense for students on  
649 academic notice.

- 650 a. Approved course or semester withdrawals (W grades on the  
651 unofficial transcript) are considered to be without prejudice and  
652 should not be counted as an attempt at a course if the major  
653 program restricts the number of attempts for a course (per  
654 **University Policy S09-7**).
- 655 b. For graduate students, the university will use grade averaging

Commented [16]: Can we clarify if this is during matriculation or both as PBXT AND Grad standing?

Commented [17R16]: Programs can create their own policies regarding administrative academic probation.

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for disqualifying a student

656 in computing the SJSU GPA (per University Policy F08-2).

Commented [18]: Check if correct policies

657 c. If the course in question is offered by another department, the  
658 program may consider only the first two attempts in  
659 determining academic notice or disqualification status. Clearly,  
660 the major department cannot restrict the number of times a  
661 student enrolls in a course offered by another department, but  
662 it is permitted, for instance, to ignore the grade from a third  
663 attempt to pass a class with a B or better.

664 **Exceptions.** Exceptions to the rule that administrative academic  
665 disqualification must be preceded by an academic notice period may  
666 be made in the following cases:

Commented [19]: Update label as above in undergraduate section?

667 a. In clinical courses, laboratory courses, student teaching  
668 assignments, or other types of programmatic requirements,  
669 there may be such serious concerns about the safety or well-  
670 being of the student, other students, clients, patients, and so  
671 forth, that repetition of the courses is not reasonable. For such  
672 courses or programmatic experiences, departments may  
673 establish “no repeat” policies, i.e., a course may not be  
674 repeated if not passed on the first attempt. However, the “no  
675 repeat” option would not have to be in place to disqualify a  
676 student from a course. In clinical or lab settings in which safety  
677 or well-being are severely compromised, an instructor may  
678 disenroll a student from the course, which may lead to  
679 disqualification from the major. In general, the immediate move  
680 from good standing to disqualification (without a term of  
681 academic notice in between) should be associated with the  
682 inability to satisfy a specific course requirement on the first and  
683 only allowable attempt, not with a less specific programmatic  
684 requirement. Unless clearly falling into the category described  
685 here, courses by which immediate disqualification can be  
686 imposed must be approved in advance by the ADRRC.

687 b. A program can initiate disqualification of a student without a  
688 probationary period for behavior that fails to comply with  
689 professional standards of conduct appropriate to the field of  
690 study. This conduct could occur in or out of class. It must be  
691 highly egregious for the disqualification action to be taken.  
692 Generally, a department will base its decision on a student’s



693 failure to comply with a written set of professional standards in  
694 the field of study. The disqualification action is appealable  
695 through ADRRC.

696 c. Conditional acceptance to a program is, in effect, acceptance  
697 under academic notice. Typically, a specified set of courses or  
698 requirements must be passed prior to attaining good standing  
699 in the program. There may be time limits or unit limits  
700 established to satisfy the conditions, which, if not met, may  
701 lead to disqualification without an intervening term on explicit  
702 academic notice. Cohort programs must provide in their  
703 policies a reasonable accommodation for students who must  
704 stop out for legitimate reasons.

705 d. Teaching credential students do not receive a degree from  
706 SJSU and are subject to the regulations of the state legislature  
707 and licensing agency. Credential courses that exceed the  
708 seven-year limit cannot be revalidated. As with graduate  
709 master's degree programs in the CSU, the overall GPA and  
710 candidacy GPA must be at 3.0 or above for completion. In the  
711 case of credentials, a recommendation from the university to  
712 the state credentialing agency would be withheld without the  
713 requisite GPA. Students who fail to achieve this level of  
714 scholastic success or who are deemed dispositionally  
715 unsuitable for a teaching career can be precluded by the  
716 program from repeating courses or taking other courses to  
717 raise the GPA and so are effectively permanently terminated  
718 from the university without the credential recommendation.

719 **4. Reinstatement after Administrative Academic Disqualification**

720 Without compelling reasons, administratively academically  
721 disqualified graduate students may not be reinstated to the major  
722 from which they were dismissed.

723 Should a graduate student wish to be considered for admission into a  
724 different program they may apply for readmission to the university in  
725 the new program. Disqualified students may not take graduate-level  
726 courses through Open University.

727 **IV. Appeal of Administrative Academic Notice or Disqualification for**

728 **Undergraduate and Graduate Students**

729 Upon receiving notice of administrative academic notice or disqualification,  
730 students should first consult with their program coordinators and/or advisors, then,  
731 if necessary, file a written appeal first with a program-level faculty committee, then  
732 with the appropriate ADRRC appeals officer, the Associate Dean of Undergraduate  
733 Education or an Associate Dean in the College of Graduate Studies. In either case,  
734 the appeal should be based on (a) advising or administrative errors, (b) actions by  
735 the department or school that were contrary to university policy, or (c) extenuating  
736 circumstances.

737 A critical first step in the appeal process is consultation by a student with an advisor  
738 representing the major in which reinstatement is sought. A report of the  
739 consultation and the advisor's recommendation should be forwarded to the  
740 ADRRC.

741 In cases of extenuation, a student must present evidence of extenuating  
742 circumstances beyond their control that disrupted previously satisfactory academic  
743 performance, and documentation that such conditions will no longer affect  
744 academic performance.

745 Establishing and evaluating the procedure for the appeal process is the charge of  
746 the ADRRC. The following operating rules have been put into effect for appeals of  
747 academic notice and disqualification, and administrative academic probation and  
748 disqualification.

749 A. **Student Appeal Filing.** Students must submit a written appeal to the  
750 appropriate appeals officer of the ADRRC, the Associate Dean of  
751 Undergraduate Education or of Graduate Studies, within one calendar month  
752 after the start of the succeeding Fall or Spring semester. The student name,  
753 ID, contact information (email and phone), unofficial transcript, and a  
754 personal statement must be included.

755 B. **Validity of Appeal.** The appeals officer is afforded the authority to  
756 determine whether adequate grounds exist for a formal hearing. He or she  
757 will conduct a review to determine whether the student has been treated  
758 according to the approved departmental/school policy (that is, whether policy  
759 has been faithfully executed by the department or school), whether the  
760 student was adequately and reasonably informed of the policy, whether an  
761 adequate and persuasive written record of actionable student conduct was  
762 constructed, and whether the student's conduct and/or course grade makes

763 him or her subject to the consequences of the policy. If the case cannot be  
764 settled by consultation with department/school personnel and if the  
765 complaint is based on violation of an approved departmental policy that the  
766 ADRRC deems to be confusing, unclear, or unfair, then the ADRRC will form  
767 a subcommittee and schedule a hearing, normally within 45 working days of  
768 receiving the student appeal.

769 C. **Subcommittee Structure.** The subcommittee will be chaired by the  
770 Associate Dean of either Undergraduate Education or Graduate Studies,  
771 based on the student career, and he or she will also be a voting member.  
772 The subcommittee will further consist of one college Associate Dean as a  
773 second voting member, chosen on a rotating basis. The Associate Dean of  
774 the college in which the student's program resides will also serve, but as a  
775 nonvoting member. The third voting member, again on a rotating basis, will  
776 be an ADRRC member who is not an Associate Dean.

777 D. **Hearing Rules.** Documentation can be submitted by either party but must  
778 be disclosed to the other party. Testifying individuals may include the  
779 student complainant, the department chair/school director or a designee,  
780 and other individuals requested by either party if deemed relevant by the  
781 subcommittee chair. Nontestifying individuals present for emotional support  
782 or legal representation may not speak unless directly addressed.

783 E. **Decisions.** Unless additional testimony or significant investigation is needed  
784 following an appeal hearing, the ADRRC subcommittee will notify the  
785 student of its decision in writing within 10 working days. Of the three voting  
786 members of the subcommittee, a majority is needed for a decision.

787 Students have the right to consult with the University Ombudsperson at any  
788 point during this process.

7  
8 **Policy Recommendation**  
9 **Declaring our Support for Academic Freedom and**  
10 **Establishing the Academic Freedom Committee**

11 Resolved: That this policy be adopted effective immediately, with the Academic  
12 Freedom Committee to be established by the beginning of AY 2023-  
13 2024.

14  
15 Resolved: That Section I of S99-8 shall be deleted (as it is incorporated here  
16 unchanged.) The title of S99-8 shall be changed from “Academic Freedom  
17 and Professional Responsibility” to “Professional Responsibility.”

18  
19 Resolved: Throughout S99-9 the name of the “Board of Academic Freedom and  
20 Professional Responsibility” shall be changed to the “Board of  
21 Professional Responsibility.” Items 1, 2, and 3 of its charge (related to the  
22 education about Academic Freedom) will be deleted (as they are  
23 incorporated here.)

24  
25 Rationale: Academic Freedom is at the heart of the success of the modern university,  
26 but in recent years faculty, students, and others have begun to lose touch  
27 with an understanding of this critical concept. The classic statements in  
28 defense of academic freedom were articulated at the start of the twentieth  
29 century by the American Association of University Professors (AAUP) in  
30 response to egregious acts in which faculty appointments, research  
31 programs, and curricular content were attacked or manipulated for political  
32 reasons. Faculty organized and fought hard to secure tenure and other  
33 protections, and by the 1950s they won a key court decision that  
34 eloquently summarized the need for academic freedom. "Teachers and  
35 students must always remain free to inquire, to study and to evaluate, to  
36 gain new maturity and understanding; otherwise our civilization will  
37 stagnate and die."<sup>1</sup> [[Sweezy v. New Hampshire](#), 34 U.S. 234, 250 (1957)]

38  
39 Today, however, many faculty and others do not know much about the  
40 history of academic freedom, its legal status, or its ultimate purpose. When  
41 the term is used it is sometimes perceived incorrectly as an individual  
42 privilege rather than as a critically important tool for fulfilling the academy's  
43 scholarly and educational roles. Professional Standards believes it is the  
44 responsibility of each new generation of faculty to take on the challenge of

1." [[Sweezy v. New Hampshire](#), 34 U.S. 234, 250 (1957)]

45 renewing the community's understanding of academic freedom, and has  
46 crafted this policy recommendation to fulfill this task.

47  
48 A generation ago, the Academic Senate combined the Academic Freedom  
49 Committee with a new board focused on professional ethics. The  
50 motivation was sound—to symbolize the deep interconnection of academic  
51 freedom to professional responsibility. We continue to agree with this  
52 principle, but experience has taught that the Board of Academic Freedom  
53 and Professional Responsibility (BAFPR) has not been a consistently  
54 effective committee. Its sweeping responsibilities, extended membership,  
55 and restricted qualifications have resulted in a committee that is difficult to  
56 fill and which is torn between its educational and its quasi-judicial functions.  
57 As a result, the BAFPR has been the subject of review and reform by  
58 Professional Standards for 4 years, with numerous starts and stops and no  
59 resolution to the problems. After extensive consultation, Professional  
60 Standards is determined to solve this problem, and this policy  
61 recommendation is the first of two important steps.

62  
63 This policy recommendation removes the educational functions centered  
64 on Academic Freedom from BAFPR and gives them to a new Academic  
65 Freedom Committee (AFC.) The AFC will be much smaller than the Board  
66 and its qualifications for membership less restrictive. (BAFPR consists  
67 solely of full Professors elected from each College.) By creating a smaller  
68 committee with a sharper focus, Professional Standards hopes to create a  
69 vibrant, active committee of experts that can engage in the continual  
70 education of the university on academic freedom issues, and provide  
71 useful and timely information to faculty, students, and administration when  
72 issues related to academic freedom arise.

73  
74 Other features of this reform are to pull the eloquent AAUP-derived  
75 statements on Academic Freedom and Tenure into this policy creating the  
76 Academic Freedom Committee, so that the AFC's charge will be connected  
77 to its structure. We have added a section on professional responsibility that  
78 underlines the interconnection between freedom and responsibility and  
79 links to the (retitled) Professional Responsibility policy.

80  
81 The creation of the AFC will nevertheless leave another reform of the  
82 Board of Professional Responsibility to be taken up in a second stage.  
83 The most effective way to enforce our campus policy on professional  
84 responsibility, given the collective bargaining system and the growing  
85 importance of legal codes operating within the academy, has yet to be  
86 decided. The existing Board is advisory to Faculty Services and has  
87 had mixed success over the years with this function. Furthermore, the  
88 statement of professional responsibility is itself in need of revision after  
89 more than twenty years of legal developments. But Professional  
90 Standards would like to see an effective and functioning AFC in place

91 while our work continues on the (now) separate professional  
92 responsibility policy.

93  
94 Approved: 3/6/23  
95 Vote: 9-0-0  
96 Present: Barrera, French, Gómez, Kazemifar, Monday, Pruthi, Riley, Smith, Wang  
97 Absent: Maldonado

98  
99 Financial Impact: None anticipated  
100 Workload Impact: None anticipated

101  
102 Financial Impact: There could be some modest travel costs associated with sending  
103 members of the Academic Freedom committee to conferences.

104  
105 Workload Impact: The creation of a new committee would represent more work,  
106 although necessary work. This is somewhat obviated by the work that could be saved if  
107 the committee's actions prevent misunderstandings or incidents arising from disputes  
108 over academic freedom.

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**Policy Recommendation**

## Academic Freedom at SJSU

### 1. Statement of Academic Freedom<sup>2</sup>

#### 1.1. In General

1.1.1. The primary mandates of a university—the discovery and dissemination of knowledge and understanding, are absolutely dependent upon academic and intellectual freedom. Freedom in research is fundamental to the advancement of truth. Freedom in teaching is fundamental for the protection of the rights of the student in learning and of the faculty<sup>3</sup> in teaching.

1.1.2. San José State University has a responsibility to society to defend and to maintain these freedoms, and to ensure that those engaged in academic pursuits can effectively execute their responsibilities. SJSU faculty must remain free of the forces of special interests and political interference if they are to fulfill society's expectations and their educational responsibilities.

<sup>2</sup>Derived from the *International Statement on Academic Freedom and Tenure*, 1984.

Signatories include the American Association of University Professors, the American Federation of Teachers, the National Education Association, and similar groups from the United Kingdom, New Zealand, Canada, Australia, Ireland, and France. Section 1 is unchanged from S99-8 and previously from S93-12.

<sup>3</sup>The faculty of the university include all those who engage in scholarly activities and/or those who directly or indirectly participate in instructional activity. Thus faculty members include professors, lecturers, teaching assistants, research assistants, coaches, counselors, librarians, and all those faculty employees under Unit 3.

#### 1.2. Academic Freedom as it Relates to Tenure

1.2.1. Tenure constitutes the procedural safeguard of academic freedom and individual responsibility and, as such, is essential for the maintenance of intellectual liberty and high standards in education and in scholarship. It is the means by which university faculty members are protected against personal malice or political coercion, and by which it is ensured that those who, following rigorous evaluation, secure continuing employment, can be dismissed only on professional grounds according to due process.

1.2.2. Historically, the indispensability of academic tenure to academic freedom in universities throughout the world has been proven by events in situations where tenure has not existed. We must not forget the lessons of the past but must work to insure that SJSU continues to fulfill the educational needs of a free society.

185 1.3. Academic Freedom as it Relates to Professional Responsibility

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1.3.1. According to the AAUP, Academic freedom “is a professional right extended to members of the profession and is subject to certain limitations. Academic freedom means that faculty are free to engage in the professionally competent forms of inquiry and teaching that are necessary for the purposes of the university. It does not mean that individual faculty members are free to teach or publish whatever they want without repercussions.” AAUP makes clear that the academic freedom of an individual faculty member is subject to matters of professional responsibility, including those related to 1) the collective; 2) professional ethics; and 3) professional competence. AAUP says more about each category below:

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“**The collective:** The faculty who are responsible for a particular course of study may share responsibility for determining courses to be offered or texts to be assigned to students. The shared academic freedom to make this decision trumps the freedom of an individual faculty member to assign a textbook that he or she alone prefers.”

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“**Professional ethics:** A faculty member must act ethically in their teaching and research; for example, by following regulations on human subject research.”

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“**Professional competence:** In order to produce and disseminate the highest quality of knowledge in a given field, academics are regulated by other academics who are in a position to judge the work of their peers. A faculty member is not entitled to teach something that their academic peers judge is invalid--for example, teaching that  $2+2=5$  would not be protected; neither would teaching intelligent design in an evolutionary biology class.”<sup>4</sup>

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Professional responsibility is thus the natural complement of the academic freedom essential to the university's mission. Through their responsible professional conduct, faculty members promote and protect academic freedom. Because faculty members belong to a profession with the rights of self-government, they also have the obligation to establish standards of professional conduct and procedures to enforce them. These standards are set in the SJSU Statement of Professional Responsibility.<sup>5</sup>

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1.3.2. Academic freedom is a privilege granted to faculty in return for their obligation to serve the public good, which they do through the advancement of scholarship, the search for truth, and the higher



227 education of our communities. We agree with the AAUP 1915  
228 Declaration that “not only that the profession will earnestly guard  
229 those liberties without which it cannot rightly render its distinctive  
230 and indispensable service to society, but also that it will with equal  
231 earnestness seek to maintain such standards of professional  
232 character, and of scientific integrity and competency, as shall make  
233 it a fit instrument for that service.”<sup>6</sup>  
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235 2. The Academic Freedom Committee is established as a Special Agency.

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237 2.1. Charge of the Academic Freedom Committee (AFC):  
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239 2.1.1. AFC shall monitor the state of academic freedom both at San  
240 Jose State and in the broader academic environment. In  
241 addition, it shall safeguard and promote academic freedom at  
242 SJSU, and shall serve as an advisory body on issues arising  
243 from the application of academic freedom on our campus.  
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250 <sup>4</sup> <https://www.aaup.org/programs/academic-freedom/faqs-academic-freedom>  
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252 <sup>5</sup>S99-8 at the time of this policy recommendation  
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254 <sup>6</sup> American Association of University Professors, *1915 Declaration of Principles on*  
255 *Academic Freedom and Academic Tenure.*  
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257  
258 2.1.2. AFC shall educate and advise on the meaning and scope of  
259 academic freedom and its application. To do so, AFC shall  
260 familiarize itself with policies, laws, court decisions, and current  
261 events concerning academic freedom. As part of this function it shall  
262 maintain contact (and membership if possible) with the American  
263 Association of University Professors (AAUP) and familiarize itself  
264 with relevant AAUP publications. Members of AFC should attend  
265 AAUP conferences on academic freedom when possible.  
266

267 2.1.3. AFC shall work in concert with the Center for Faculty  
268 Development to educate and orient new faculty on academic  
269 freedom issues, by attending and presenting at events such as  
270 faculty orientations.  
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272 2.1.4. AFC shall educate all constituencies of the San Jose State  
273 Community on our own policies on academic freedom. It shall host

274 at least one academic freedom forum each year, on a topic related  
275 to academic freedom and designed to stimulate interest in  
276 academic freedom.

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278 3. Organization of the AFC

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280 3.1. Membership

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282 3.1.1. Three faculty members, two of whom must be (or have previously  
283 been) tenured, chosen university-wide for their expertise and/or  
284 interest in academic freedom issues. One of the three faculty may  
285 be from among our emeriti faculty. One of the three faculty may be  
286 a lecturer or a probationary faculty member. These faculty will  
287 serve 2 years terms and may be renewed twice (for a total of six  
288 years) before rotating off the committee for a minimum of one  
289 term.

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291 3.1.2. One student.

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293 3.1.3. One administrator.

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296 3.2. Chair. Each year the AFC shall choose its own Chair from among the  
297 tenured (or previously tenured) faculty members of the committee.

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299 3.3. Reporting.

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301 3.3.1. If the AFC has suggestions for policy changes it shall report them  
302 to the Professional Standards Committee of the Academic Senate.

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304 3.3.2. The Chair of the AFC shall be permitted to address the  
305 Professional Standards Committee and the Academic Senate to  
306 report on issues relating to academic freedom.

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308 3.4. Selection

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310 3.4.1. All candidates for membership shall submit statements  
311 discussing their expertise and/or interest in academic freedom  
312 issues, and (if faculty) a curriculum vitae.

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314 3.4.2. Faculty candidates for membership shall be screened by the  
315 Executive Committee and approved by the Senate.

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317 3.4.3. The Administrative representative shall be designated by the  
318 President after consultation with the Executive Committee.

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3.4.4. The student representative shall be designated by Associated Students after consultation with the Executive Committee.

3.5. Meetings. The AFC should meet at least once every month during the academic year.

**POLICY RECOMMENDATION**  
**Amendment D to University Policy F17-1, Amendment A to**  
**F18-3 on**  
**Institutional Review Board (IRB)**

RATIONALE

As per the Code of Federal Regulations (CFR) Title 45 Subtitle A Subchapter A Part 46 Subpart A § 46.107 on IRB Membership<sup>1</sup>:

(a) Each IRB shall have at least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members (professional competence), and the diversity of its members, including race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. The IRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments (including policies and resources) and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas. If an IRB regularly reviews research that involves a category of subjects that is vulnerable to coercion or undue influence, such as children, prisoners, individuals with impaired decision-making capacity, or economically or educationally disadvantaged persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these categories of subjects.

(b) Each IRB shall include at least one member whose primary concerns are in scientific areas and **at least one member whose primary concerns are in nonscientific areas.**

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<sup>1</sup> <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-46/subpart-A/section-46.107>

(c) Each IRB shall include at least *one member who is not otherwise affiliated with the institution* and who is not part of the immediate family of a person who is affiliated with the institution.

(d) No IRB may have a member participate in the IRB's initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

(e) An IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

The problem arising from SJSU's current IRB Board membership is that research proposals submitted to the IRB have been delayed by an additional month because IRB protocols could not be approved in the absence of the Community-at-Large member.

On September 13, 2022, the Executive Committee of the Academic Senate passed a proposal to amend F18-3 temporarily. This amendment allows the IRB to have one alternate member appointed to serve on the IRB in the capacity of a Community-at-Large member in the absence of the primary Community-at-Large member. The alternate member may only vote when the primary Community-at-Large member is not present at the meeting, and the total number of Community-at-Large votes will only be one.

The amendments proposed herein would make this change permanent, thereby enabling the IRB committee to more expeditiously approve IRB applications and make the approval process more efficient for faculty.

With this in mind, O&G therefore recommend that SJSU's IRB policies, [F18-3](#), and [F17-1](#) be amended as described herein.

F18-3

Institutional Review Board - Human Subjects [reporting to CR]

### **Membership**

IRB Coordinator [EXO]

1 Faculty, College of Business

2 Faculty, College of Education

1 Faculty, College of Engineering

1 Member, General Unit

2 Faculty, College of Health and Human Sciences

1 Faculty, College of Humanities & Arts

1 Faculty, College of Science

2 Faculty, College of Social Science

1 student

± 2 Community-at-large members who are not otherwise affiliated with SJSU, and whose primary concerns are in non-scientific areas, 1 primary and 1 alternate

Physician or licensed health professional

Physician (Kinesiological Consultant) - as needed

Prisoner Advocate - as needed

F17-1

4.2.3 Convened Committee / Full Review – If the research is not eligible for an exempt or expedited review because it involves more than minimal risk to subjects, the protocol must be reviewed by the convened IRB membership at the monthly meeting. Full review will take place with a quorum of the IRB, defined as a majority of the total membership, including at least one member whose primary concerns are in a nonscientific area.

Regarding the Community-at-large seats, the alternate shall vote only in the absence of the primary Community-at-large member, keeping the total number of votes for that seat at one. Research protocols shall be distributed to the full membership at least one week in advance of the scheduled meeting. A protocol shall be approved if it receives the approval of a majority of those members present at the meeting. A primary reviewer is identified to present a specific protocol to other members in attendance. Following presentation and discussion, the committee will vote on a motion to either: 1) approve the protocol as it stands; 2) request revisions to the protocol to secure approval; 3) request that additional information be provided prior to further review by the convened committee; or 4) disapprove the protocol.

**Approved:** April 10, 2023

**Vote:** 9-0-0

**Present:** Andreopoulos, Baur, Han, Hart, Higgins, Jochim, Lee, Muñoz-Muñoz, Tan

**Absent:** Herrlin

**Financial impact:**

**Workload impact:**

1 SAN JOSÉ STATE UNIVERSITY  
2 Instruction and Student Affairs Committee  
3 April 17~~9~~, 2023  
4 First Reading

AS 1854

5 **POLICY RECOMMENDATION**  
6 **AMENDMENT A TO F17-4, University Policy, Priority Registration**

7 **Legislative History:**

8 Whereas, California Bill AB-2881 requires that campuses of the California State  
9 University system grant priority registration to student parents, and

10 Whereas, The previous policy lacked clarity on the criteria utilized to evaluate  
11 registered student organizations or other university-recognized sponsoring  
12 organizations who are requesting priority registration and require regular  
13 review, and

14 Whereas, The Office of Student and Faculty Success no longer exists; therefore, be  
15 it

16 Resolved: That F17-4 be amended to accommodate student parents within the  
17 priority registration structure; and be it further

18 Resolved: That the process by which registered student organizations or other  
19 university-recognized sponsoring organizations apply for and receive  
20 approval for priority registration be clarified and updated to reflect the  
21 current offices on campus.

22 Approved: April 10, 2023

23 Vote: 9-0-0

24 Present: Sullivan-Green (Chair), Chen, Chuang, Jackson, (non-voting),  
25 Leisenring (non-voting), Masegian, Mathur, Pinnell, Sen, Sheta,  
26 Wolcott

27 Absent: Chadwick, Hill, Jaiswal, Khan, Muller, Rollerson, Treseler

28 Financial Impact: None

29 Workload Impact: Enrollment services and Undergraduate Education will be required  
30 to establish the parameters by which student parents are identified  
31 and actively manage the list each term. Additionally, Undergraduate  
32 Education may have to adjust their process by which they review  
33 and approve registered student organizations or other university-



34 recognized sponsoring organizations' requests for priority  
35 registration.

36 Approved: November 27, 2017  
37 Vote: 14-0-0  
38 Present: Bullen, Busick, Gill, Grindstaff (non-voting), Hospidales, Kim, Khan,  
39 Sullivan-Green, Nash, Manzo, Sen, Trousdale, Walters, Wilson,  
40 Yao  
41 Absent: Hill, Kinney, Ng, Simpson  
42 Financial Impact: None  
43 Workload Impact: No change from previous vote.

44 Approved: April 3, 2017  
45 Vote: 11-0-0  
46 Present: Kaufman (Chair), Walters, Yao, Simpson, Miller, Wilson, Nash,  
47 Perea, Mendoza, Spica, Sen, Bruck (non-voting)  
48 Financial Impact: None  
49 Workload Impact: Initial work will be needed by enrollment services to adapt the  
50 registration process to account for students in California Promise  
51 program. Continued workload will be needed by the Office of  
52 Student and Faculty Success to ensure the list of students enrolled  
53 in the California Promise program are accurate.

54 **University Policy**  
55 **Priority Registration**

56 **1.0 Scheduling of Registration Groups**

57 Students shall be allowed to register in the following order:

- 58 • Group 1: Specific Priority Students (see 2.0 below)
- 59 • Group 2: Graduating seniors (Undergraduate- and graduate-level students  
60 who have a graduation application on file with an anticipated graduation  
61 date for the current or next term)
  - 62 ▪ Group 2a: Graduating seniors in the California Promise program
  - 63 ▪ Group 2b: Graduating seniors identified as student parents
  - 64 ▪ Group 2c: Remaining graduating students
- 65 • Group 3: Graduate students
  - 66 ▪ Group 3a: Graduate students identified as student parents
  - 67 ▪ Group 3b: Remaining graduate students
- 68 • Group 4: Seniors
  - 69 ▪ Group 4a: Seniors in the California Promise program
  - 70 ▪ Group 4b: Seniors identified as student parents
  - 71 ▪ Group 4c: Remaining seniors
- 72 • Group 5: Second baccalaureate students
- 73 • Group 6: Juniors
  - 74 ▪ Group 6a: Juniors in the California Promise program
  - 75 ▪ Group 6b: Juniors identified as student parents
  - 76 ▪ Group 6c: Remaining juniors
- 77 • Group 7: Sophomores and continuing first-year
  - 78 ▪ Group 7a: Sophomores and continuing first-year in the California  
79 Promise program
  - 80 ▪ Group 7b: Sophomores and continuing first-year identified as  
81 student parents
  - 82 ▪ Group 7c: Remaining sophomores and continuing first-year

83 Students in Groups 2-7 will register on the basis of rotating alphabetical cycles  
84 within each group.

85 Note: First-time freshman registration is based on orientation. Incoming-transfer  
86 students have a registration date dependent on when they matriculate and/or  
87 attend orientation.

88 **2.0 Categories of Group 1: Specific Priority Students**

89 Students who fall into Group 1 are those whose participation in an activity or their  
90 designation within a special group poses significant restriction on their ability to  
91 register for courses.

92 2.1 Category A includes:

93 Students who are required by external agencies such as the National  
94 Collegiate Athletic Association (NCAA), or by law, to receive priority.

- 95 • This category excludes students covered by the California Promise  
96 program or who are identified as student parents unless they fall  
97 under another group with required priority registration. Priority  
98 registration for students in the California Promise program or who  
99 are identified as student parents is addressed in the registration  
100 scheduling as outlined in Section 1.0.

101 Students whose contributions through university-sanctioned activities are  
102 recognized as being so extensive that their enrollment opportunities may  
103 be compromised due to schedules mandated by the sponsoring  
104 organization. These activities must meet the following criteria:

- 105 • The sponsoring organization is acknowledged as significantly  
106 promoting the mission of the University;
- 107 • The activity has a regularly scheduled class, event, or practice  
108 offered only at specific times that conflict with classes;
- 109 • Participation at every scheduled class, event, or practice is  
110 mandatory; Mandatory meetings must be set prior to the first day of  
111 the semester.

112 The sponsoring organization must initially apply for priority registration via  
113 Undergraduate Education. They must provide a justification for the  
114 request, an estimation of the number of students affected each semester,  
115 as well as a minimum GPA threshold and progress-to-degree criteria for  
116 students to qualify, and monitor students' progress each semester.

117 2.1.1 Groups in Category A do not require regular review due to the  
118 nature of the organization's mission and activities. A review may be  
119 requested if/when circumstances change. Organizations in this  
120 category that do not require regular review/renewal include:

- 121 • Accessible Education Center (AEC) students and note  
122 takers
- 123 • Student Fairness Committee
- 124 • NCAA Athletics

- 125 • Guardian Scholars
- 126 • Campus offices that utilize students in support of student
- 127 success, such as peer mentors, orientation leaders, and
- 128 student success leaders
- 129 • Reciprocal Exchange programs
- 130 • Veterans Resource Center (as per Cal. Educ. Code
- 131 §66025.8)
- 132 • Academic Senate and Senate committees
- 133 • Any group that has a contractual agreement with SJSU to
- 134 provide a full course load

135 2.2 Category B includes:

136 Students who participate in a recognized student organization or other  
137 university-recognized sponsoring organization whose participation  
138 requires students to attend scheduled activities, but the organization's  
139 inclusion in priority registration must be reviewed and approved per  
140 Section 3 below.

141 The organization's university-related activities must meet the following  
142 criteria:

- 143 • The activities require significant time contributions by the student.
- 144 • The activities are regularly scheduled classes, events, or practices
- 145 offered only at specific times.
- 146 • Participation at each class, event, or practice is mandatory;
- 147 Mandatory meetings must be set prior to the first day of the
- 148 semester.

149 The sponsoring organization must apply/reapply per Section 3 below.

150 2.3 Category C includes:

151 Students enrolled in an integrated package of courses that meets all of the  
152 following criteria:

- 153 • Covers at least four areas of the General Education Program;
- 154 • Involves being part of a cohort group of students from multiple
- 155 colleges; and
- 156 • Requires enrollment together in a specified course sequence
- 157 occurring over multiple semesters.

158 Priority registration will be granted to students in this category beginning  
159 with the second semester of enrollment. If significant changes are made to  
160 the package of courses, eligibility for priority registration should be  
161 reviewed.

162 **3.0 Approval and Management of Priority Registration for Student**  
163 **Organizations**

164 Undergraduate Education will review and approve applications from  
165 organizations or offices seeking priority registration for their students. Groups A  
166 and C do not need to reapply unless significant changes have been made to their  
167 mission or activities.

168 3.1 Organizations or offices covered in Categories A and C must initially apply  
169 for priority registration. Review of their status must only be done if  
170 significant changes have been made to:

- 171 • Their mission or activities provided in their justification has significantly  
172 changed
- 173 • The number of students receiving priority registration via the group has  
174 increased significantly
- 175 • The scheduled meetings have changed

176 3.2 Approval will typically be granted for five years. Undergraduate Education  
177 will be required to provide justification for denial or for approval of shorter  
178 terms.

179 3.3 Organizations or offices requesting priority registration must submit an  
180 application that includes the following:

- 181 • A summary of the organization/office and its mission
- 182 • A justification for priority registration, including an explanation of the  
183 schedule that impacts students' ability to register for courses
- 184 • An estimation of the number of students who will be impacted each  
185 semester
- 186 • Standards that students must meet in order to remain eligible for  
187 priority registration, including a minimum GPA and progress-to-degree  
188 criteria

189 3.4 Undergraduate Education and the Registrar's Office will maintain records  
190 of student organizations with priority registration, including:

- 191 • Contact information for the faculty/staff member(s) responsible for  
192 overseeing the organization's roster and student eligibility.
- 193 • Approved estimated number of students receiving priority registration  
194 for each group
- 195 • Historical data on the number of students who actually received priority  
196 registration through the organization each semester

197 3.5 All faculty/staff member(s) who apply for priority registration are  
198 responsible for:

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- Maintaining an accurate roster of students eligible for priority registration.
  - Providing names and SJSU ID numbers to the Registrar by the required deadline for granting priority registration.
  - Reporting changes in the organization duties/mission that may affect eligibility for priority registration and/or the number of students eligible for priority registration through the organization to Undergraduate Education.
  - Applying or reapplying for their priority registration no less than one semester prior to the desired start/expiration of the organization's priority registration.

## SENATE MANAGEMENT RESOLUTION Modification of the Instruction and Student Affairs Committee Membership

### Rationale

At 20 members, the Instruction and Student Affairs Committee (ISA) is currently the Senate's largest policy committee. While previous senate management resolutions (SMRs) have noted that no documentation exists describing ISA's original membership; *increases* to its membership are traceable in three SMRs.

[SM-S04-2](#) formally dissolved the Improvement of Instruction Committee and added three of its members to ISA: the Director of Student Life and Leadership, the Director of Residential Life, and one graduate student.

[SM-F04-2](#) added the Associate Vice President for Undergraduate Studies to ISA as a non-voting member, though without a rationale for their non-voting status. This SMR also replaced the seat for the Director of Academic Services with a seat for the Associate Vice President of Enrollment and Academic Services.

[SM-F13-1](#) added the Associate Dean of Graduate Studies to ISA as a non-voting member, though without a rationale for their non-voting status.

In an effort to reduce the size of the committee to make its operations wieldier, in light of changes in organizational structure, and in careful consideration the subject matter expertise that is most critical to ISA's historical and current work, we therefore recommend that the updates to ISA's membership contained herein be adopted once passed by the Senate.

# ISA membership & proposed changes

~~An AVP from Student Affairs, or Designee~~ **designated by VP of Student Affairs (EXO)**

~~AVP, Enrollment Services or Designee~~ **Registrar (EXO)**

**Associate Dean for Undergraduate Studies (EXO - nonvoting)**

**Associate Dean for Graduate Studies (EXO - nonvoting)**

~~Director, Student Involvement (EXO)~~

~~Director, University Housing Services (EXO)~~

~~Alumni Representative~~

1 faculty, College of Business

1 faculty, College of Education

1 faculty, College of Engineering

1 member, General Unit

1 faculty, College of Health and Human Sciences

1 faculty, College of Humanities & Arts

1 faculty, College of Science

1 faculty, College of Social Science

AS President

~~3 Student Senators~~

~~1 Graduate Student~~

**4 students, at least three of whom are student senators, and at least one of whom is a graduate student**

**Approved:** April 10, 2023

**Vote:** 8-1-0

**Present:** Andreopoulos, Baur, Han, Hart, Higgins, Jochim, Lee, Muñoz-Muñoz, Tan

**Absent:** Herrlin

**Financial Impact:** None

**Workload Impact:** None