

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

April 24, 1979

AG 241

3:00 PM

Chair, Max Riedlsperger
Vice Chair, Linda Atwood
Secretary, Alan Foutz

I. Minutes

II. Announcements

III. Business Items

- A. Class Withdrawal Procedures (Rosenman) (Attachment)
- B. CSUC Employee Salary Resolution (Cooper)
- C. Curriculum Committee (Federer, Cirovic)
- D. Presidential Selection (Olsen, Larsen)

IV. Discussion Items

- A. Election of Officers Procedures (Riedlsperger)


Memorandum

: Hazel J. Jones
Vice President for Academic Affairs

Date : April 18, 1979

File No.:

Copies : Dr. Kenneth Walker
Mr. Timothy Johns
Dr. Max Riedlsperger
Fairness Board Members

from : Mona G. Rosenman,  Chair
Fairness Board

Subject: Complaint of Timothy M. Johns

The Fairness Board met on March 29 and April 5 to hear the complaint of Timothy M. Johns who contended that the U grade he had received in Philosophy 101, fall quarter, 1978, had been unfairly determined because class withdrawal procedures are applied differently by instructors depending upon which withdrawal policy they choose to follow. For instance, CAM 485.3, the Class Schedule, and the University Catalogue allow instructors to delete students' names from class lists if students do not appear during the first class meeting. (Most instructors follow this procedure.) On the other hand, Gerald Panches' Class List Processing Instructions sheet states that a student "may withdraw from a course without academic penalty during the initial 15 instructional days of the quarter provided the instructor is formally notified. After the third week census date, the instructor must assume that any student who has not provided notification of withdrawal will remain officially enrolled in the course." Obviously, the first day of class must fall within the initial 15 instructional days; thus, if instructors follow the Processing Instructions, they can not delete students' names on the first day of class unless the students formally notify them to do so. In Mr. Johns' case, Dr. Walker, the Head of the Philosophy Department, chose to follow the procedure outlined on the Processing Instructions sheet. Dr. Walker stated that he was using Mr. Johns' grievance as a "test case" because he wished the Fairness Board to make a recommendation concerning which procedure should be operative.

Recommendation:

Because of the inconsistencies in class withdrawal procedures, the Fairness Board voted (nine members voting) that Mr. Johns should not have received a U in Philosophy 101. It recommends that the U grade be changed to No Grade and any reference to Philosophy 101 be removed from his transcript.

Facts and Opinions:

In November, 1978, because it had heard so many grievances resulting from the ambiguousness and inconsistency of statements concerning class withdrawal procedure, the Fairness Board placed a resolution before the Academic Senate asking that the various versions be brought into agreement and the resulting statement be included in CAM 485. After hearing the Johns' complaint, the Board withdrew its original resolution

and is submitting a revision thereof (see attachment). The Board also urges—should its resolution be passed by the Academic Senate—that this information be published once quarterly in the Mustang Daily and that a large sign informing students of their responsibility in regard to class withdrawals be posted in the gymnasium during registration.


Memorandum

To : Executive Committee,
Academic Senate

Date : April 18, 1979

File No.:

Copies : Dr. Hazel J. Jones
Fairness Board Members

From :  Mona G. Rosenman, Chair
Fairness Board

Subject: Class Withdrawal Procedures

Whereas: CAM 485.3 and the Class Schedule read: "A student may not be dropped from a lecture class by the instructor for failure to attend the initial section meeting unless the student is absent at the end of the first class meeting at which the instructor has the official class list. The instructor may remove any student's name from the official class list who fails to appear after the first thirty minutes of the first meeting of an activity or laboratory class, whether or not the instructor has the official list at that time";

Whereas: The CPSU 1977-1979 Catalogue Issue reads: "A student may withdraw from a course without academic penalty during the initial 15 instructional days of the quarter provided the instructor is formally notified. . . Any student who fails to provide notification. . . will be subject to failing grades. (U or F)";

Whereas: Gerald Panches' "Class List Processing Instructions" reads: "A student may withdraw from a course without academic penalty during the initial 15 instructional days of the quarter provided the instructor is formally notified. After the third week census date, the instructor must assume that any student who has not provided notification of withdrawal will remain officially enrolled in the course";

Resolved: That these versions be brought into agreement and the resulting statement be printed in CAM, the Class Schedule, the University Catalogue, and the Class List Processing Instructions. Suggested statement: "Students may not be dropped from a lecture class by the instructor for failure to attend the initial section meeting unless they are absent at the end of the first class meeting at which the instructor has the official class list. The instructor may delete the names of students who fail to appear after the first thirty minutes of the first meeting of an activity or laboratory class, whether or not the instructor has the official class list at that time. Should students who do not attend the first meeting wish to remain in a course, they must notify the instructor not to delete their names. Students may withdraw from a course without academic penalty during the next 14 instructional days of the quarter provided that they inform the instructor in person and make sure that their names are deleted from the class list. After the third week census date, the instructor must assume that any students who have not provided in-person notification of withdrawal will

remain officially enrolled in the course. Students who fail to provide such notification will therefore be subject to a failing grade (U or F)."