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7 **Policy Recommendation**
8 **Probation and Disqualification**

9 Whereas University Policy S10-6 has already been amended twice (S11-1 and S15-5) and
10 now would require many further amendments to become consistent with policies
11 such as F12-7 (Former Students Returning), Academic Disqualification and
12 Reinstatement Review Committee (ADRRC) Guidelines on Probation and
13 Disqualification in the Major, and changes in ADRRC implementation of
14 reinstatement criteria; therefore be it

15 Resolved That University Policies S10-6, S11-1, and S15-5 be rescinded and replaced by
16 the following policy.

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39 **I. Undergraduate Students**

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

49 **A. University Academic Probation and Continued Probation**

50 Undergraduate students will be placed on academic probation if at any time (following a
51 Fall, Winter, Spring, or Summer term) their SJSU cumulative GPA falls below 2.0. The
52 probation status is shown on the transcript.

53 Undergraduate students on probation will remain on continued probation when the
54 following term GPA is 2.0 or better, while the SJSU cumulative GPA remains below 2.0.
55 The continued probation status is shown on the transcript and is treated like probation in
56 terms of academic standing.

57 Freshmen on academic probation are allowed a second consecutive semester of probation
58 (known as continued probation) if the SJSU cumulative GPA is in the range 1.50 to 1.99.

59 The Registrar will notify students who are placed on probation of that fact when term
60 grades are posted. The notification will include a referral of the students to their advisors
61 for consultation. Undergraduate students on academic probation may have restrictions
62 placed on their total unit load.

63 Undergraduate students on probation or continued probation will have holds placed on their
64 records and will not be allowed to participate in further registration activity until they have
65 conferred with their major advisors to design a study plan to raise their GPA to at least 2.0
66 in the most expeditious manner. The registration hold will continue until the student
67 achieves clearance from probation.

68 Undergraduate students will remain on probation or continued probation until they are
69 removed from probation or are disqualified. They are removed from probation and returned
70 to good standing when the SJSU cumulative GPA is raised to at least 2.0 (following a Fall,
71 Winter, Spring, or Summer term).

72 **B. University Academic Disqualification**

73 Undergraduate students on probation or continued probation will be academically
74 disqualified when the term GPA for a Fall or Spring semester is below 2.0. The disqualified
75 status is shown on the transcript.

76

77 **C. Reinstatement following Academic Disqualification**

78 Undergraduate students disqualified from the university can petition to be reinstated.
79 Reinstatement is a process separate from readmission. Readmission requires
80 reapplication via CSU Mentor. University Policy F12-7 provides a mechanism to give
81 Former Students Returning (FSRs) priority for readmission as upper-division transfers.
82 This is a separate petition process with its own deadlines distinct from those pertaining to
83 CSU Mentor application deadlines and to reinstatement petition deadlines.

84 The reinstatement petition and FSR petition processes include department and college-
85 level approvals. Reinstatement on probation requires, additionally, the signature of the
86 Associate Dean of Undergraduate Studies. For undergraduates, reinstatement into the
87 university does not guarantee reinstatement into the previous major. Undergraduate
88 students who do not obtain department or college-level approval for reinstatement into their
89 previous majors may petition for reinstatement into new majors or into an undeclared
90 status. The ADRRC is charged with establishing and evaluating the guidelines for
91 reinstatement.

92 There are four categories available for petitioning for reinstatement as an undergraduate
93 student:

94 **1. Raising the SJSU Cumulative GPA to 2.0 or Better.** Generally, the SJSU cumulative
95 GPA is raised through SJSU Open University coursework, although retroactive (after
96 the last day of classes) actions by students, such as completion of Incomplete (“I”)
97 grades or course drops, can also raise the SJSU cumulative GPA.

98 **2. Extenuating Circumstances.** Reinstatements in this category will be granted only for
99 serious and compelling circumstances that were clearly beyond a student’s control and
100 are clearly documented in the petition. The criteria for approval under this category are
101 similar to those required for a retroactive (course) drop or retroactive (semester)
102 withdrawal. Sometimes the approval of such retroactive petitions will raise the SJSU
103 cumulative GPA to 2.0 or better (good academic standing), thus shifting to a Category 1
104 approval. However, even in such cases, rescinding academic standing already posted
105 to the record is very rarely approved.

106 **3. Special Consideration.** This category is reserved for students whose petitions cannot
107 be accommodated within the other categories. Typically, such students have spent
108 substantial time (five years or more) away from SJSU since their disqualification and
109 can demonstrate that their life experiences have prepared them for a successful return
110 to school. Students disqualified while in the lower division may be reinstated and
111 readmitted in fewer than five years. Generally, students must be eligible for
112 readmission on probation prior to approval under this category. Multiple reinstatements
113 under this category are rarely granted.

114 **4. Petitioned Grade Change.** This category is reserved for changes in grade approved
115 under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy
116 S09-7. If a timely grade change results in an increase in the term GPA or in the SJSU
117 cumulative GPA to 2.0 or better, the student may qualify, not only for reinstatement
118 under this category, but also for the rescinding of the academic standing of probation or

119 disqualification (meaning that the academic standing is removed from the transcript).
120 The rationale for the rescinding of academic standing is that the instructor and not the
121 student made the error that led to an incorrect posting of academic standing. Generally,
122 the grade change must be made by the Drop Deadline of the following Fall or Spring
123 semester. Further extension of this deadline will be considered only when there is
124 documentation of the student's attempt(s) to contact the instructor and/or the
125 department chair, and the late submission of the change of grade form is clearly beyond
126 the student's control, as described in University Policy S09-7.

127 Reinstatement of undergraduates following a second disqualification must generally be
128 done under Category 1.

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

130 Per Sections 41300.1 Title 5, "An undergraduate... student may also be placed on
131 probation or may be disqualified by appropriate campus authorities for unsatisfactory
132 scholastic progress regardless of cumulative grade point average or progress points. Such
133 actions shall be limited to those arising from repeated withdrawal, failure to progress toward
134 an educational objective and noncompliance with an academic requirement..."

135 Limitations. As with academic probation and disqualification, administrative academic
136 probation must precede administrative academic disqualification in all but the most
137 exceptional circumstances (see below). In most cases, a direct reassignment from good
138 standing in the major to disqualification from the major is prohibited. In other words, at
139 least one semester of probation in the major is required prior to disqualification from the
140 major. The underlying philosophical premise is that students should be placed on notice
141 prior to disqualification.

142 Transcript Notation. Both administrative academic probation and administrative academic
143 disqualification status may be shown on the transcript, but rarely will this happen. Negative
144 service indicators attached to a student's electronic record can effectively manage
145 everything from mandatory advising to restricted enrollment, and should be the routine
146 mechanism for managing administrative academic probation and administrative academic
147 disqualification. If a transcript notation is warranted, then the Associate Dean of
148 Undergraduate Studies makes final decisions about rescinding administrative academic
149 transcript notations. These decisions may be appealed to the ADRRC (see Section III of
150 this policy).

151 **Academic Progress in the Major**¹. Most instances of administrative academic probation
152 and disqualification result from probation and disqualification in the major.²

¹ **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.

² **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

153 Despite maintaining a SJSU cumulative GPA of 2.0 or better, an undergraduate student's
154 academic performance in the major may fall below the minimum standards for that major.
155 In these cases, while the student remains in overall good standing with the university, he or
156 she is subject to administrative-academic probation in and disqualification from the major.
157 Each college, school, department, and program (hereafter referred to as "program") may
158 employ program-specific criteria for determining a policy of probation in, disqualification
159 from, and reinstatement into the major. These criteria must be reviewed and approved by
160 the ADRRC.

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

166 **Probation in the Major and Disqualification from the Major.**

167 **1. Probation in the Major**

168 Undergraduate students may be placed on probation in the major when their cumulative
169 GPA in the major falls below 2.0. The GPA in the major is generally defined by the
170 section of the catalog labeled Requirements of the Major, but for the purposes of this
171 policy major GPA may be specified to include courses in Preparation for the Major.
172 SJSU and non-SJSU courses should be considered.

173 Departments and schools must notify students in writing of (new) probation in the major
174 or disqualification from the major status no later than two weeks following the posting of
175 university academic standing. They must also be provided with the conditions for
176 release from administrative academic probation and the circumstances that would lead
177 to administrative academic disqualification should probation not be cleared. There
178 should be a mechanism to permit return to good standing from probation.

179 Undergraduate students must be advised to meet with an advisor in the major to design
180 a study plan to raise their GPA in the major to 2.0 in the next semester of enrollment.

181 **2. Disqualification from the Major**

182 If undergraduate students on probation in the major fail to achieve a minimum term GPA
183 of 2.0 in the major during a subsequent Fall or Spring semester, they may be
184 disqualified from the major. Departments and/or colleges must notify the Registrar's

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. Probation 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 probation and disqualification in the major will be beneficial as an early warning system for students and enhance retention and graduation efforts more generally.

185 Office.

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

190 3. Guidelines and Criteria for Programmatic Probation and Disqualification

191 Maximum Course Grade or GPA Requirements. Programs may not require individual
192 course grades to be higher than “C” for undergraduates. At the most, a department
193 may require that each and every course required for the degree program be passed at
194 this standard. The corollary is that the maximum GPA that can be required for any set
195 of courses cannot be higher than 2.0 for undergraduates. Related to these general
196 guidelines are the following stipulations:

- 197 a. Admission requirements and degree requirements are different. Admission to an
198 impacted degree program may include supplemental criteria such as a GPA
199 greater than the 2.0 threshold. However, once a student is admitted to a major,
200 the degree requirements must be limited to “C or better” for undergraduates (Title
201 5).
- 202 b. Following a disqualification from the major, reinstatement to the major may
203 include course grades or GPA requirements higher than the standard thresholds.
204 In effect, students seeking such reinstatements are being admitted to the major
205 again and may be held to higher standards than are required to complete a
206 degree. This is especially appropriate for impacted majors that already apply
207 supplemental criteria for admission of new students to the major.

208 **Restrictions on Course or Unit Load Per Semester.** Programs may restrict a student
209 to two attempts of any course offered by the program. The basic guideline is that the
210 university rules for repeating courses should be followed unless the program chooses to
211 be more lenient than the university. These parameters may be set as a minimum or
212 maximum. For example, cohort programs may require that a minimum number of
213 courses/units be taken each semester in order to best utilize resources or to ensure that
214 the program is completed while student knowledge is still current. Alternatively, setting
215 a maximum number of units may make sense for students on probation in the major.
216 Special situations include the following:

- 217 a. Approved course drops or semester withdrawals (W grades) are considered to
218 be without prejudice and should not be counted as an attempt at a course if the
219 program restricts the number of attempts of a course (per University Policy S09-
220 7).
- 221 b. If grade forgiveness is allowed (undergraduates only), then the repeat grade
222 must be considered without prejudice (as implicit in University Policy F08-2).
- 223 c. If grade forgiveness is not possible when a course is attempted multiple times,
224 the university will use grade averaging in computing the SJSU GPA (per

University Policy F08-2). A program may also do this or may consider the final attempt at the course or the highest grade in the course for the purposes of the major GPA or to satisfy any requirements prior to completion of the major.

- d. If the course in question is offered by another department, the program may consider only the first two attempts in determining probation or disqualification status. Clearly, the major department cannot restrict the number of times a student enrolls in a course offered by another department, but it is permitted, for instance, to ignore the grade from a third attempt to pass a class with a C or better.

Exceptions. Exceptions to the rule that administrative academic disqualification must be preceded by a probationary period may be made in the following cases:

- a. In clinical courses, laboratory courses, or other types of programmatic requirements, there may be such serious concerns about the safety or well-being of the student or other students, clients, patients, etc., that repetition of the course is not reasonable. For such courses or programmatic experiences, departments may establish “no repeat” policies, i.e., a course may not be repeated if not passed on the first attempt. The course catalog description, course syllabus, and programmatic information must all clearly provide this information. In clinical or lab settings in which safety or well-being are severely compromised, an instructor may disenroll a student from the course, which may lead to disqualification from the major. In general, the immediate move from good standing to disqualification (without a term of probation in between) should be associated with the inability to satisfy a specific course requirement on the first and only allowable attempt, not with a less specific programmatic requirement.
- b. There may even be time limits or unit limits established to satisfy certain conditions, which, if not met, may lead to disqualification from the major degree program without an intervening term on probation. Cohort programs must provide in their policies a reasonable accommodation for students who must stop out for legitimate reasons.

Programs may consider university probation or disqualification as a factor in determining probation in or disqualification from the major.

4. Reinstatement to the Major

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

266 A critical step in achieving reinstatement to the major following disqualification from the
267 major is consultation by students with their advisors to design a study plan that
268 addresses scholastic deficiencies and demonstrates that they are ready to resume
269 rigorous academic work.

270 **5. Petitions**

271 In cases of error or extenuating circumstances, upon receiving notice of administrative
272 academic probation or disqualification, students may petition to an appropriate faculty
273 committee at the program level or to the department chair/school director to appeal
274 such action. In the case of a negative decision in response to the petition, students may
275 appeal to the ADRRC, the process for which is described in Section III below. After
276 review of the petition, the ADRRC will make a recommendation to the Associate Dean
277 of Undergraduate Studies to confirm or rescind the action.

278 **II. Graduate, Post-baccalaureate, and Credential Students**

279 **A1. University Academic Probation and Continued Probation**

280 Graduate and post-baccalaureate teaching credential candidates will be placed on
281 academic probation if at any time (following a Fall, Winter, Spring, or Summer term) their
282 SJSU cumulative GPA falls below 3.0. The probation status is shown on the transcript.

283 Graduate students and credential candidates on probation will remain on continued
284 probation when the following term GPA is 3.0 or better, while the SJSU cumulative GPA
285 remains below 3.0. The continued probation status is shown on the transcript and is
286 treated like probation in terms of academic standing.

287 Distinction between SJSU Cum GPA (as shown on the transcript) and GPA for the degree
288 program (as shown on the candidacy form). All upper-division (100 level) and graduate-
289 level (200 level) courses, including SJSU Open University courses taken as a post-
290 baccalaureate, will be used in the calculation of SJSU cumulative GPA. Courses from
291 other institutions and courses from the SJSU undergraduate career will not be counted in
292 the graduate SJSU cumulative GPA. In addition, the GPA among all of the courses that
293 appear on the candidacy form (count toward the degree) must also be a minimum of 3.0
294 for degree conferral. SJSU courses taken at the lower-division level (numbered below 100)
295 will be shown on the student transcript but cannot be used to satisfy graduate degree
296 requirements and will not be included in the graduate student GPA calculations.

297 The Registrar will notify students who are placed on academic probation of that fact when
298 term grades are posted. The students will also be advised of conditions required for return
299 to good standing, the consequences of not maintaining a term GPA of 3.0, and the
300 necessity of conferring with their graduate advisor

301 Graduate and credential candidates will remain on probation or continued probation until
302 they are removed from probation or are disqualified. They are removed from probation and
303 returned to good standing when the SJSU cumulative GPA is raised to at least 3.0
304 (following a Fall, Winter, Spring, or Summer term).

305 **A2. Completion of all Degree or Credential Requirements While on Probation**

306 ~~Should the SJSU cumulative GPA fall below 3.0 at the same time that the candidacy GPA~~
307 ~~is above 3.0, the student's academic standing will reflect the former only. In this unusual~~
308 ~~circumstance, the student or program must make the Associate Dean of Graduate Studies~~
309 ~~aware of this discrepancy. He or she will rescind the academic standing by contacting the~~
310 ~~Registrar, and the student record will be altered to "good standing." Enrollment in at least~~
311 ~~one letter-graded course is required of graduate students in each Fall and Spring semester~~
312 ~~that they are on academic probation.~~

313 If a graduate student does not complete the graduate degree program with the minimum
314 3.0 GPA in the candidacy coursework (thus in all degree requirements), his or her major
315 department may terminate the candidacy or permit completing additional courses in an
316 attempt to raise the GPA in the program to the 3.0 threshold. When the student's major
317 department recommends the latter, 30% of the total units in the major may be added to the
318 candidacy form, but this total is for the entire duration of the graduate career. The
319 additional courses can be ones already taken or courses to substitute for elective courses
320 on the candidacy form. Note that the original grade, even with a substitution, cannot be
321 eliminated but instead is counted in GPA calculations along with the new grade. Any
322 course with a grade less than a "B" may be repeated at the graduate level, but no more
323 than 9 units in the graduate career, no matter the number of units required in the degree
324 program, can be repeated per University Policy F08-2.

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

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

331 **B. University Academic Disqualification**

332 Graduate students on probation or continued probation will be academically disqualified
333 when the term GPA for a Fall, Winter, Spring, or Summer term is below 3.0. The
334 disqualified status is shown on the transcript.

335 **C. Reinstatement following Academic Disqualification**

336 Graduate students disqualified from the university for the first time can petition to be
337 reinstated, unless otherwise disallowed by an accrediting body or other governing agency.
338 Reinstatement is a process separate from readmission. Students must file an application
339 for readmission with CSU Mentor to register for classes following reinstatement.
340 Application for readmission can be done during the semester in which the program of study
341 is underway or in which the reinstatement petition is being considered.

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

344 **1. Raising the SJSU Cumulative GPA to 3.0 or Better.** The SJSU cumulative GPA can
345 be raised through SJSU Open University coursework as part of a Program of Study (see
346 below), although retroactive (after the last day of classes) actions by students, such as
347 completion of Incomplete (“I”) grades or course drops, can also raise the SJSU
348 cumulative GPA.

349 **2. Extenuating Circumstances.** Reinstatements in this category will be granted only for
350 serious and compelling circumstances that were clearly beyond a student’s control and
351 are clearly documented in the petition. The criteria for approval under this category are
352 similar to those required for a retroactive (course) drop or retroactive (semester)
353 withdrawal. Sometimes the approval of such retroactive petitions will raise the SJSU
354 cumulative GPA to 3.0 or better (good academic standing), thus shifting to a Category 1
355 approval. However, even in such cases, rescinding academic standing already posted
356 to the record is very rarely approved.

357 **3. Special Consideration.** This category is reserved for students whose petitions cannot
358 be accommodated within the other categories. Such students will have spent
359 substantial time (five years or more) away from SJSU since their disqualification and
360 can demonstrate that their life experiences have prepared them for a successful return
361 to school. Often this request is accompanied by a change of major from that in which
362 the disqualification occurred.

363 Because this category of reinstatement exists to give students a fresh start on their
364 degree pursuit, past grades that led to the previous disqualification should not hinder a
365 student’s progress through the newly begun degree program. Circumstances could
366 exist in which the original scholastic performance was so poor that, even with excellent
367 progress through the new degree program, the GPA could not be returned to a 3.0
368 level. Therefore, the previous grades should not be counted against the student. This
369 can be effected by means of a Disregard of All Previous Graduate Coursework Petition.
370 The corollary to this benefit is that none of the disregarded coursework may be used in
371 the new degree program; however, satisfaction of the graduate-level Graduation Writing
372 Assessment Requirement (GWAR) would carry over to the new program. By the same
373 token, no courses from any source may be transferred into the new degree program.

374 **4. Petitioned Grade Change.** This category is reserved for changes in grade approved
375 under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy
376 S09-7. If a timely grade change results in an increase in the term GPA or in the SJSU
377 cumulative GPA to 3.0 or better, the student may qualify not only for reinstatement
378 under this category, but also for the rescinding of the academic standing of probation or
379 disqualification (meaning that the academic standing is removed from the transcript).
380 The rationale for the rescinding of academic standing is that the instructor and not the
381 student made the error that led to an incorrect posting of academic standing. Generally,
382 grade change must be made by the Drop Deadline of the following Fall or Spring
383 semester. Further extension of this deadline will be considered only when there is
384 documentation of the student’s attempt(s) to contact the instructor and/or the
385 department chair, and the late submission of the change of grade form is clearly beyond
386 the student’s control, as described in University Policy S09-7.

387 **5. Program of Study.** A graduate student must confer with his or her graduate advisor to
388 develop a schedule of classes appropriate to the student's major. The courses must
389 consist of a minimum of 6 units per term, and all must be taken in a single term. They
390 must be letter graded, upper division (100-level), and taken through the SJSU Open
391 University or SJSU's Extended Studies winter or summer session. The 100-level
392 courses may or may not be part of the graduation requirements for the student's degree
393 program. The advisor may require more than 6 units of coursework but no more than 9
394 units. Graduate (200-level) courses are not permitted in the program of study, and
395 disqualified students cannot enroll in 200-level courses. Courses taken prior to
396 approval of the program of study via submission of the Graduate Petition for
397 Reinstatement will not be accepted. Also precluded from the program of study are
398 courses taken at another university, 300-level, 400-level, or 500-level courses, and
399 lower-division courses. If the student plans to pursue a different degree program upon
400 readmission to the university, the program of study must be applicable to the new major,
401 be developed in conjunction with the graduate advisor of the new major, and
402 demonstrate the student's capacity to complete the new graduate degree requirements.
403 If a course on an approved program of study becomes unavailable, another
404 reinstatement petition must be submitted and approved immediately after enrollment in
405 a substitute course. Once the program of study has been completed successfully with a
406 minimum GPA of 3.3 ("B+") and no grades lower than B, he or she will be reinstated
407 and, after reapplication to the university, readmitted to the university and the
408 department. Should the student fail to achieve the 3.3 minimum GPA, additional
409 programs of study are permissible with entirely new classes and consent of the
410 graduate advisor of the incoming major.

411 Reinstatement is not allowed for a second disqualification. Unless extenuating
412 circumstances can be cited that result in rescinding the second disqualification, a Graduate
413 Petition for Reinstatement will not be accepted from students who have been disqualified
414 more than once.

415 Graduate students reinstated following university disqualification normally return on
416 probation. Subsequently, they must achieve an SJSU term GPA of 3.0 or better each
417 semester following readmission until their cumulative SJSU GPA is 3.0 or better. Failure to
418 attain a minimum SJSU term GPA of 3.0 will result in a second and final disqualification.

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

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

425 Limitations. As with academic probation and disqualification, administrative academic
426 probation must precede administrative academic disqualification in all but the most
427 exceptional circumstances (see below). In most cases, a direct reassignment from good
428 standing in the major to disqualification from the major is prohibited. In other words, at
429 least one semester of probation in the major is required prior to disqualification from the
430 major. The underlying philosophical premise is that students should be placed on notice

431 prior to disqualification. For example, a substandard grade in one course could not result in
432 disqualification; rather, the student would be put on administrative academic probation and
433 afforded the opportunity to repeat that class. Passage of the repeated course with the
434 required grade would result in the return of the student to good standing. Programs can
435 limit the number of semesters on probation in the student career to as few as one.

436 Transcript Notation. For graduate students, only administrative academic disqualification
437 (not administrative academic probation) status should be noted on the transcript.

438 **Academic Progress in the Major**³. Most instances of administrative academic probation
439 and disqualification result from probation in and disqualification from the major.⁴

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

448 Notification. Graduate programs must ensure that all students within the concerned majors
449 are advised of these program-level criteria. At a minimum, criteria in addition to or differing
450 from university regulations must be posted on departmental and/or program websites and
451 any other program documents, such as student handbooks.

452 **Probation in the Major and Disqualification from the Major**

453 **1. Probation in the Major**

454 Departments and schools must notify students in writing of (new) probation in the major
455 or disqualification from the major status no later than two weeks following the posting of
456 university academic standing. They must also be provided with the conditions for
457 release from administrative academic probation and the circumstances that would lead
458 to administrative academic disqualification should probation not be cleared. There
459 should be a mechanism to permit return to good standing from probation. Graduate

³ **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 type of M.S. degree offered by the Department of Biological Sciences, that being the M.S., Biological Sciences. There are, however, multiple concentrations which may have different criteria related to probation and disqualification. Each of these concentrations is treated as its own major.

⁴ **Supporting Student Success.** These guidelines protect the integrity of the university and of the discipline, which is imperative for those students remaining in the degree program, the employers who hire our graduates, and the faculty who provide oversight of the academic program. A high level of scholarship and of ethical and operational behavior is needed at the graduate level, and individual programs are given some leeway in developing standards for their programs that meet the needs of the community they are serving as well as the field of study in which the students will be claiming expertise. As with undergraduates, probation in the graduate program alerts students that their performance is less than satisfactory. The limited duration and resource-intensive nature of graduate programs and the expectation for a consistently high level academic performance from graduate students may require additional policies regarding satisfactory academic progress.

460 students must be advised to meet with an advisor in the major to design a study plan to
461 return to good standing in the major. When administrative-academic probation occurs,
462 students will be notified of the reasons in writing by the program with copies delivered to
463 the Associate Dean of Graduate Studies and the Registrar.

464 2. Disqualification from the Major

465 When administrative academic disqualification occurs, students will be notified of the
466 reasons in writing by the program with copies delivered to the Associate Dean of
467 Graduate Studies and the Registrar. Disqualification from the major will be determined
468 after every Fall, Winter, Spring, or Summer term.

469 The reinstatement process includes department and college-level approval.
470 Reinstatement into the university does not guarantee reinstatement into the previous
471 major. Graduate students who do not obtain department or college-level approval for
472 reinstatement into their previous majors may petition for reinstatement into new majors.
473 Unlike undergraduates, graduate students cannot be “undeclared” or “programless,” i.e.,
474 they must obtain approval from some program to be reinstated. Reinstated students
475 cannot be denied admission on the basis of their lack of good standing. The ADRRC is
476 charged with establishing and evaluating the guidelines for reinstatement.

477 3. Guidelines and Criteria for Programmatic Probation and Disqualification⁵

478 Qualifying or Comprehensive Exams. In programs in which qualifying or
479 comprehensive exams must be passed, policies governing exam procedure, for
480 example, with regard to the number of times the exams may be attempted, must be
481 formulated and publicized by the programs.

482 **Maximum Course Grade or GPA Requirements.** Programs may not require individual
483 course grades to be higher than “B” for graduate students. At the most, a department
484 may require that each course required for the degree program be passed at this
485 standard. The corollary is that the maximum GPA that can be required for any set of
486 courses cannot be higher than 3.0 for graduate students.

487 Admission requirements and degree requirements are different. Admission to a
488 graduate degree program may include supplemental criteria such as a GPA greater
489 than the 3.0 threshold. However, once a student is admitted to a major, the degree
490 requirements must be limited to “B or better” for graduate students (Title 5).

⁵ **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 for disqualifying a student.

491 **Restrictions on Course or Unit Load Per Semester.** Programs may restrict a student
492 to two attempts of any course offered by the program. The basic guideline is that the
493 university rules for repeating courses should be followed unless the program chooses to
494 be more lenient than the university. These sorts of criteria may be set as a minimum or
495 maximum. For example, cohort programs may require that a minimum number of
496 courses/units be taken each semester in order to best utilize resources or to ensure that
497 the program is completed while student knowledge is still current. Alternatively, setting
498 a maximum number of units may make sense for students on probation.

499 a. Approved course or semester withdrawals (W grades on the unofficial transcript)
500 are considered to be without prejudice and should not be counted as an attempt
501 at a course if the major program restricts the number of attempts for a course
502 (per University Policy S09-7).

503 b. For graduate students, the university will use grade averaging in computing the
504 SJSU GPA (per University Policy F08-2).

505 c. If the course in question is offered by another department, the program may
506 consider only the first two attempts in determining probation or disqualification
507 status. Clearly, the major department cannot restrict the number of times a
508 student enrolls in a course offered by another department, but it is permitted, for
509 instance, to ignore the grade from a third attempt to pass a class with a B or
510 better.

511 A department may consider university probation or disqualification as a factor in
512 determining probation or disqualification in the major.

513 **Exceptions.** Exceptions to the rule that administrative academic disqualification must
514 be preceded by a probationary period may be made in the following cases:

515 a. In clinical courses, laboratory courses, student teaching assignments, or other
516 types of programmatic requirements, there may be such serious concerns about
517 the safety or well-being of the student, other students, clients, patients, and so
518 forth, that repetition of the courses is not reasonable. For such courses or
519 programmatic experiences, departments may establish “no repeat” policies, i.e.,
520 a course may not be repeated if not passed on the first attempt. However, the
521 “no repeat” option would not have to be in place to disqualify a student from a
522 course. In clinical or lab settings in which safety or well-being are severely
523 compromised, an instructor may disenroll a student from the course, which may
524 lead to disqualification from the major. In general, the immediate move from
525 good standing to disqualification (without a term of probation in between) should
526 be associated with the inability to satisfy a specific course requirement on the
527 first and only allowable attempt, not with a less specific programmatic
528 requirement. Unless clearly falling into the category described here, courses by
529 which immediate disqualification can be imposed must be approved in advance
530 by the ADRRC.

531 b. A program can disqualify a student without a probationary period for behavior
532 that fails to comply with professional standards of conduct appropriate to the field

533 of study. This conduct could occur in or out of class. It must be highly egregious
534 for the disqualification action to be taken. Examples include threatening
535 behavior, repeated disruptions of classes that interfere with the educational
536 opportunities of other students, and repeated acts of professorial disrespect,
537 badgering, rudeness, interruptions, and verbal or written abuse. The
538 disqualification action is still appealable so it is advisable that the program
539 consult with Graduate Studies before proceeding.

540 c. Conditional acceptance to a program is, in effect, acceptance under probation in
541 the major. Typically, a specified set of courses or requirements must be passed
542 prior to attaining good standing in the program. There may be time limits or unit
543 limits established to satisfy the conditions, which, if not met, may lead to
544 disqualification from the major degree program without an intervening term on
545 explicit probation. Cohort programs must provide in their policies a reasonable
546 accommodation for students who must stop out for legitimate reasons.

547 d. Teaching credential students do not receive a degree from SJSU and are subject
548 to the regulations of the state legislature and licensing agency. Credential
549 courses that exceed the seven-year limit cannot be revalidated. As with
550 graduate master's degree programs in the CSU, the overall GPA and candidacy
551 GPA must be at 3.0 or above for completion. In the case of credentials, a
552 recommendation from the university to the state credentialing agency would be
553 withheld without the requisite GPA. Students who fail to achieve this level of
554 scholastic success or who are deemed dispositionally unsuitable for a teaching
555 career can be precluded by the program from repeating courses or taking other
556 courses to raise the GPA and so are effectively permanently terminated from the
557 university without the credential recommendation.

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

559 Without compelling reasons, administratively academically disqualified graduate
560 students may not be reinstated to the major from which they were dismissed. Should a
561 graduate student may find a new program willing to reinstate, transfer into that program
562 will require program approval via a Graduate Change-of-Major application process
563 without reapplication to the university, if permitted by the new department or school.
564 However, should more than one semester pass without reinstatement, reapplication
565 would be necessary. The student may not take courses in matriculated status before
566 approval is secured. Disqualified students may not take graduate-level courses through
567 Open University.

568 **III. Appeal of Administrative Academic Probation or Disqualification**

569 Upon receiving notice of administrative academic probation or disqualification, students should
570 first consult with their advisors, then, if necessary, file a written appeal first with a program-
571 level faculty committee, then with the appropriate ADRRC appeals officer, the Associate Dean
572 of Undergraduate Studies or the Associate Dean of Graduate Studies. In either case, the
573 appeal should be based on (a) advising or administrative errors, (b) actions by the department
574 or school that were contrary to university policy, or (c) extenuating circumstances.

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

578 In cases of extenuation, a student must present evidence of extenuating circumstances
579 beyond the his or her control that disrupted previously satisfactory academic performance, and
580 documentation that such conditions will no longer affect academic performance.

581 Establishing and evaluating the procedure for the appeal process is the charge of the ADRRC.
582 The following operating rules have been put into effect for appeals of probation and
583 disqualification administrative academic probation and disqualification.

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

589 **B. Validity of Appeal.** The appeals officer is afforded the authority to determine whether
590 adequate grounds exist for a formal hearing. He or she will conduct a review to determine
591 whether the student has been treated according to the approved departmental/school
592 policy (that is, whether policy has been faithfully executed by the department or school),
593 whether the student was adequately and reasonably informed of the policy, whether an
594 adequate and persuasive written record of actionable student conduct was constructed,
595 and whether the student's conduct and/or course grade makes him or her subject to the
596 consequences of the policy. If the case cannot be settled by consultation with
597 department/school personnel and if the complaint is based on violation of an approved
598 departmental policy that the ADRRC deems to be confusing, unclear, or unfair, then the
599 ADRRC will form a subcommittee and schedule a hearing, normally within 45 working days
600 of receiving the student appeal.

601 **C. Subcommittee Structure.** The subcommittee will be chaired by the Associate Dean of
602 either Undergraduate Studies or Graduate Studies, based on the student career, and he or
603 she will also be a voting member. The subcommittee will further consist of one college
604 Associate Dean as a second voting member, chosen on a rotating basis. The Associate
605 Dean of the college in which the student's program resides will also serve but as a
606 nonvoting member. The third voting member, again on a rotating basis, will be an ADRRC
607 member who is not an Associate Dean.

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

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

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

619 Approved: April 18, 2016

620 Vote: 14-0-1

621 Present: Bruck (nonvoting), Brooks, Sen, Sofish, Campsey, Branz (nonvoting), Walters,

622 Kaufman, Sullivan-Green, Abdukheir, Medina, Medrano, Khan, Wilson, Simpson, Nash,

623 Amante

624 Absent: Gay, Rees

625

626 Financial Impact: None

627 Workload Impact: None

628 Financial Impact: Not significant