

Probation and Disqualification in the Major Policy for the SJSU EE department

The purpose of probation in the major is to identify students in academic trouble as soon as possible so that we can provide the necessary help to academically troubled students to succeed. The purpose of disqualification in the major is to prevent students from continuing in a major they are not successful in, so that they do not get disqualified from the university.

The best way to deal with probation in the major is to make sure you are mentally, physically and financially able to succeed in your courses each semester. If you feel you are not ready to succeed before the semester starts, meet with the UG coordinator to find out about services or options such as counseling that will enable you to be ready to succeed. If something happens to negatively impact your mental, physical or financial readiness after the semester starts, let the UG coordinator know ASAP, so that you can be directed to the proper services, get help with getting a withdrawal from a course, getting an Incomplete, or even just getting help working your professors to reschedule exams. There are many things that can be done to help you before the final grades are posted. If you are having an emergency, do not try to “tough it out on your own”, get ahold of the UG coordinator via email, phone, or come by the UG coordinator’s office without an appointment. At this time the UG coordinator is Professor David Parent.

Major Probation Guidelines:

If you are placed on department probation, you will be notified by email. The next semester you will be required to go to classes to help you succeed in the major. In addition, I really want to talk to you in office hours to make sure that you are ok.

You will be placed on probation in the major if any of the conditions are met:

1. Your SJSU semester GPA is 2.0 or below.
2. You are not making progress in the major. Some indicators used to determine not making progress in the major include:
 - a. You have to repeat any course.
 - b. You are not following an EE track for a degree.
 - c. You earned a NC in EE101.
 - d. Your SJSU semester GPA is 2.0 or below.

Disqualification from the Major Guidelines:

If you are disqualified from the major your major will be set to undeclared and you will not be able to take EE courses. If you do enroll in EE courses, while disqualified from the major or university, you will be instructor dropped from all EE courses. If you are disqualified from the department, you will be notified by email. If you feel there is an error, make an appointment with the UG coordinator to discuss your options. **You will be disqualified from the Electrical Engineering department if you are on department probation and the following semester you fail to make progress in the major.**

Procedure for Probation/Disqualification in the Major.

After the grades come out:

1. The department extract is generated. The students are sorted by SJSU semester GPA from lowest to highest, and then by attempted units. Students who are on major probation and have a consecutive semester GPA below 2.0 or are not making progress in the major, will receive a disqualification notice in email. Students who have not been disqualified from the department or university will be placed on department probation if their SJSU semester GPA is below a 2.0 after the transcripts have been checked., and be notified via email
2. Probation and disqualification notices will go out a few days after the grades are posted at the end of the fall and spring semesters. If you wish to appeal disqualification, email the UG coordinator within two weeks of the disqualification notice with a reason why you should be allowed to stay in the major. Failure to appeal on time will result in disqualification.

How do I get back into the EE major?

Once you prove that you are ready to succeed (as demonstrated by an improved GPA), we can create a plan of study to see if you can be admitted back into the department. Each student's situation is somewhat unique and so we need to come up with the plan for success together.

Open University:

Open University is designed for people who need to increase their skill set or are interested in a topic to be able to take SJSU classes without being an SJSU student. It is not designed to allow disqualified from the university students to continue taking classes. Students who have been disqualified from any university need to have a study plan, or contract stating what the student needs to achieve to be allowed back into SJSU or another university. This study plan needs to be approved by the chair (or representative). Students not from SJSU need to have this plan signed by the chair of the department you are trying to get back into and it needs to be on letterhead.

It is known that AARs at SJSU advises students to use OU to raise their GPA to get back into school. This is not a right. Students wishing to get back into EE this way, must demonstrate that their academic problems have been solved, by getting B's or better, outside the department. No plans of study will be approved for students who have just disqualified. You need to prove that you can handle the classes because too many students have tried to use OU to try and get back into the university, only to bring their GPA lower. It would be much better for a DQ student to get their GPA above a 2.0 as soon as possible by taking "easy classes", and then go from there.

Just because there is a seat in a class, does not mean you have a right to take it as a DQ student. OU students have the lowest priority for registering.

Just because you have received an add code form a professor, does not mean you will be allowed to stay in the class. Most faculty do not know the policies around OU, and so have left it to me to search the class roster for unauthorized OU students have them instructor dropped.