

**Guidelines for Probation and Disqualification  
Undergraduate Programs  
Department of Public Health and Recreation (PHR)**  
(Using the standards in [University Policy S10-6](#))

**PREAMBLE**

This policy provides guidance to students in the Public Health and Recreation Department (PHR) about the requirements to continue progression through the Undergraduate programs in the department. It provides additional guidance on [University Policy S10-6](#).

**SUPPORTING STUDENT SUCCESS**

We view probation and disqualification as a process that serves to warn students about unacceptable performance in Public Health or Recreation courses and encourages students to seek academic support early if needed. Probation and disqualification in PHR can provide a mechanism to compel struggling students to recognize areas for improvement, successfully negotiate hurdles, and get 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. Although it may seem harsh to disqualify students from their major, in many instances students will be well served by such departmental policies. Well-designed and well-implemented policies for probation and disqualification in the major will be beneficial as an early warning system for our students and will enhance retention and graduation rates.

It is our professional and ethical imperative to hold our students accountable to minimum standards of academic performance fit for future (often) public servants. We do not serve our client communities well by populating our institutions and organizations with those who do not demonstrate the minimum required skills for such work.

**THE BASIC PRINCIPLES**

**PROBATION IN THE MAJOR AND DISQUALIFICATION FROM PHR**

Despite maintaining an SJSU cumulative GPA of 2.0 or better, students' academic performances in PHR majors may fall below the minimum standards required by the Department. In these cases, while the student maintains the minimum GPA required for the University, they are subject to probation and disqualification from the major in PHR.

**1. PROBATION IN THE MAJOR**

Students are subject to probation if they do not successfully:

- complete any required course(s) in Public Health with a "C" or better, or
- maintain an aggregate minimum GPA of 2.0 across the Recreation major core (i.e., RECL 90, 110, 112, 132, 135, 136, 160, and 170A/B/C).

These courses are outlined in the [university catalog](#) and on the SJSU PHR website ([Undergraduate Public Health](#) and [Recreation](#)).

If a student is placed on probation, the student will be notified in writing by PHR, providing the student with the conditions for release from probation and the circumstances that would lead to disqualification, should probation not be discharged. Students will be advised to meet with the faculty advising coordinator to discuss their situation and design a plan to retake the course.

Students have one calendar year to retake the course and complete it with a C or better for probation to be removed. A student may appeal this status to the Associate Dean of the College of Health and Human Sciences (CHHS).

## **2. DISQUALIFICATION FROM THE MAJOR**

If students on probation in the major fail to successfully pass the required course for the second time, they will be disqualified from the major.

Students disqualified under this policy will be notified in writing that they are no longer eligible to continue in the major and that their major will be changed to undeclared at the end of the semester. Notification will include a referral of the student to AARS or the Success Center for educational counseling. A student may appeal this status to the Associate Dean of CHHS.

## **3. REINSTATEMENT TO THE MAJOR**

Once a student is disqualified for not passing a required course two times, reinstatement to the major will not normally be allowed.

If a student is disqualified from the University and successfully petitions for re-enrollment, there is a possibility to be reinstated to the program.

To be considered for reinstatement to the program following disqualification from the program or from the University, students must consult with the faculty advising coordinator and demonstrate they are ready to resume rigorous academic work and design a study plan that addresses any academic or curricular problems. Students may be reinstated to the major upon successful completion of the study plan.

## **4. PETITIONS**

In cases of error or extenuating circumstances, students, upon receiving notice of probation or disqualification, may petition to the department chair to appeal such action. In the case of a negative decision in response to the petition, students may appeal to the Academic Disqualification and Reinstatement Review Committee ([ADRRC](#)). After review of the petition, the ADRRC will make a recommendation to the Associate Vice President for Undergraduate Studies to confirm or rescind the action.

### **ADDITIONAL GUIDELINES**

#### **GOOD STANDING —> PROBATION —> DISQUALIFICATION**

In general, it is not possible to go directly from good standing to disqualification from the program. In other words, at least one semester of probation is required prior to disqualification. The underlying premise is that students will be placed on notice prior to disqualification.

## **MULTIPLE ATTEMPTS TO PASS A COURSE**

Students are restricted to two attempts of any course offered by the department. Special situations include the following:

- Approved course drops or semester withdrawals (W or WB grades on the unofficial transcript) are considered to be without prejudice and should not be counted as an attempt at a course if the major program restricts the number of attempts for a course (see [University Policy S09-7](#)).
- If the course in question is offered by another department, PHR may consider only the first two attempts in determining probation or disqualification status. Clearly, PHR cannot restrict the number of times a student enrolls for 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.

## **MAXIMUM COURSE GRADE OR GPA REQUIREMENTS**

PHR requires individual course grades to be a “C or better” for undergraduates. Notes related to these general guidelines include the following:

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

PHR may consider University Probation or Disqualification as a factor in determining Probation or Disqualification in the major.

### **Appendix: [Department Standard of Expectations](#)**

- Academic integrity:

We hold our students to the highest standard of academic rigor and integrity. Dishonest actions such as cheating, plagiarism, etc. will not be tolerated. Academic integrity also includes respect for and commitment to one’s academic work and environment.

- Professionalism:

As our department is committed to producing competent, well-rounded professionals, we have high standard of expectations about student conducts in line with the disciplinary professionalism such as adherence to deadlines, punctuality, active participation, preparation to class sessions, respect to diversity of perspectives, collaboration with peers, and responsible use of technology.