

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

S10-6, Policy Recommendation, Academic Standards: Probation and Disqualification Policy

Legislative History: Replaces University Policy F96-11

At its meeting of May 10, 2010, the Academic Senate approved the following policy recommendation presented by Senator Gleixner for the Instruction and Student Affairs Committee.

Action by University President: Approved by President Jon Whitmore

Date: **May 28, 2010**

Effective Date: **Fall 2011**

**Policy Recommendation
Academic Standards: Probation and Disqualification Policy**

- Whereas Current University policy (F96-11) includes a system in which minimum grade point averages for disqualification of undergraduate students vary with grade level and are different for reinstated students on probation. This unfairly allows students to have a GPA significantly below 2.0 from which it is then difficult for them to recover; and
- Whereas Current University policy (F96-11) requires students on probation to earn an SJSU term GPA of better than 2.0 for undergraduate students and better than 3.0 for graduate students in order to avoid disqualification. Thus students who earn a term GPA that is defined by SJSU as adequate (2.0 for undergraduate students and 3.0 for graduate students) will be disqualified; and
- Whereas The undergraduate Program of Study option for reinstatement unfairly leads to readmission of students who are not in good standing, and undergraduate students reinstated on probation are more than 40% likely to be disqualified again (based on transcript analysis by Undergraduate Studies); so be it
- Resolved That, effective Fall 2011, F96-11 be rescinded and the following attached policy be enacted.

I. Undergraduate Students

Students studying for a baccalaureate degree are expected to maintain a grade point average (GPA) of 2.0 or better in their academic work at SJSU in order to continue in good standing in the University. In determining a student's eligibility to remain enrolled in the University, both quality of performance and progress toward the degree or other program objective are weighed. Quality of performance is determined by the GPA in all letter-graded courses. The length of time and number of units taken may both be considered in determining progress toward degree or other program objectives.

A. University Probation

1. Academic Probation

Undergraduate students will be placed on academic probation if at any time their cumulative SJSU GPA falls below 2.0.

The Registrar will notify students who are placed on probation of that fact when semester grades are posted. The notification will include a referral of the students to their advisors for consultation.

Undergraduate students on academic probation will have a hold placed on their records and will not be allowed to participate in further registration activity until they have conferred with an advisor representing their major to design a study plan to raise their GPA to at least 2.0 in the most expeditious manner. The registration hold will continue in place until the student achieves clearance from probation.

Undergraduate students on academic probation are restricted to a course load of no greater than 12 units.

Students will remain on probation until they obtain clearance or are disqualified. Undergraduate students are cleared from probation and returned to good standing when they earn a SJSU cumulative GPA of at least 2.0. They shall be notified by the Registrar that their probation has been cleared.

2. Administrative-Academic Probation

Section 41300 in Title 5 of the California Code of Regulations permits administrative-academic probation or disqualification from academic programs in the CSU for unsatisfactory scholastic progress regardless of cumulative GPA.

Undergraduate students may be placed on administrative-academic probation by action of the Associate Vice President for Undergraduate Studies for any of the following reasons:

- a. Withdrawal from all or a substantial portion of a study plan in two successive terms or in any three terms.
- b. Repeated failure to progress toward the stated degree or other program objective, including the assignment of 15 units of NC, when such failure appears to be due to circumstances within the control of the student.

c. Failure to comply, after due notice, with an academic requirement or regulation that is routine for all students or a defined group of students; examples include failure to complete a required practicum and failure to complete a specified number of units as a condition for receiving student financial aid.

d. Failure to satisfy the Entry Level Mathematics (ELM) and/or the English Placement Test (EPT) requirements, if an entering lower-division student, before the end of the first semester of attendance at SJSU.

When placed on administrative-academic probation, students must be notified in writing by the Associate Vice President for Undergraduate Studies and provided with the conditions for release from probation and the circumstances that would lead to disqualification should probation not be discharged.

B. University Disqualification

1. Academic Disqualification

Students on academic probation are subject to academic disqualification if their corresponding Fall or Spring SJSU term GPA falls below 2.0. Freshmen on Academic Probation are allowed a second consecutive semester of probation if their term GPA is in the range 1.50 to 1.99.

2. Administrative-Academic Disqualification

Students who has been placed on administrative-academic probation may be disqualified from further attendance by action of the Associate Vice President for Undergraduate Studies if the conditions for removal of administrative-academic probation are not met within the period specified. Academic Standing will be determined only at the end of Fall and Spring semesters.

3. Notification

When disqualified either academically or by the administrative-academic procedure, students must be notified in writing by the Associate Vice President for Undergraduate Studies and provided with an explanation of the basis for the action and the conditions for reinstatement, if appropriate.

C. Appeal of University Probation or University Disqualification

In cases of error or extenuating circumstances, students, upon receiving notice of probation or disqualification, may petition the Academic Disqualification and Reinstatement Review Committee (ADRRC) to appeal the action.

A critical step in the appeal process is consultation by students with an advisor representing the major in which reinstatement is sought. A report of the consultation and the advisor's recommendation will be forwarded to the ADRRC.

In cases of extenuation, students must present evidence of extenuating circumstances beyond the students' control that disrupted previously satisfactory academic performance and documentation that such conditions would no longer affect academic performance.

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.

Establishing and evaluating the procedure for the appeal process will be the charge of the ADRRC.

D. Reinstatement following University Disqualification

Undergraduate students disqualified from the University can petition the ADRRC to be reinstated. Reinstatement is a process separate from readmission. Students must file an application for readmission with Enrollment Services.

The reinstatement petition process includes department and college-level approval. Reinstatement into the University does not guarantee reinstatement into the previous major. Students who do not obtain department or college-level approval for reinstatement into their previous major may petition for reinstatement to a new major or to an undeclared status. Establishing and evaluating the guidelines for reinstatement will be the charge of the ADRRC.

The options available for petitioning for reinstatement are:

- 1. Raising the SJSU cumulative GPA to 2.0 or better.** Undergraduates who have raised their SJSU cumulative GPA to 2.0 or better through SJSU Open University courses or courses from other institutions, such as community colleges, can petition for reinstatement.
- 2. Extenuating Circumstances.** Reinstatements in this category will be granted only for serious and compelling circumstances that were clearly beyond a student's control and are clearly documented in the petition.
- 3. Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, such students have spent substantial time (five years or more) away from SJSU since their disqualification and feel that their life experiences have prepared them for a successful return to school.
- 4. Petitioned Grade Change.** This category is reserved for changes in grade approved under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy S09-7 (<http://www.sjsu.edu/senate/S09-7.htm>).

E. Academic Performance Standards following Reinstate ment

Students readmitted following academic disqualification will be placed on academic probation if their SJSU cumulative GPA is below 2.0. Readmitted students must raise their SJSU cumulative GPA to 2.0 in order to achieve good standing. Readmitted students on probation must achieve a SJSU term GPA of 2.0 or above in each semester following readmission until they achieve good standing. Failure to do so will result in a second disqualification from the University.

F. Probation in the Major and Disqualification from the Major

Despite maintaining a SJSU cumulative GPA of 2.0 or better, students' academic performance in the major may fall below the minimum standards for those majors. In these cases, while students remain in overall good standing with the University, they are subject to probation and disqualification from the major. Each college, school, department, and program (hereafter referred to as "program") may employ a policy of probation and disqualification from the major.

Programs may use program-specific criteria for determining probation in the major, disqualification from the major, and reinstatement into the major. Such criteria and procedures will be reviewed and approved by the ADRRC.

Programs employing a policy for disqualification from the major must ensure that all students within the concerned majors are advised of this policy.

1. Probation in the Major

Students are subject to probation in the major when their GPA in the major falls below 2.0. The GPA in the major is defined on the major form but may also include support courses as specified in the program-specific plan for probation approved by the ADRRC.

The student must be notified in writing by the program, providing them with the conditions for release from probation and the circumstances that would lead to disqualification, should probation not be discharged. Students must be advised to meet with an advisor in the major to design a study plan to raise their GPA in the major to 2.0 in the next semester of enrollment.

2. Disqualification in the Major

If students on probation in the major fail to achieve a minimum GPA of 2.0 in the major during that semester, they may be disqualified from the major.

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

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

Students will 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 an appropriate faculty committee at the program level to appeal such action. In the case of a negative decision in response to the petition, students may appeal to the 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.

5. Exceptions

In most cases, a direct reassignment from good standing in the major to disqualification from the major is prohibited. Exceptions will be made in the cases of clinical courses, laboratory courses, or other types of programmatic requirements where there may be such serious concerns about the safety or well being of the student, other students, clients, patients, etc., that repetition of the courses is not reasonable. These courses must be approved in advance by the ADRRC and adhere to guidelines for probation and disqualification in the major established by the ADRRC.

II. Graduate, Post-baccalaureate, and Credential Students

A. University Probation

1. Academic Probation

a. Graduate Students

Graduate students enrolled in a graduate degree program shall be subject to academic probation if an SJSU cumulative GPA of at least 3.0 is not maintained in all SJSU units attempted that are applied to the degree program. Thus all courses, including SJSU Open University courses transferred into the degree program, that are included on the candidacy form will be used in the calculation. By the same token, courses not transferred to the degree program, courses from other institutions, and courses from the SJSU undergraduate career will not be counted in the cumulative GPA. Post-baccalaureate courses taken at SJSU and SJSU courses taken at the lower-division level will be listed on the student transcript but will not be used in a graduate program and will not be included in the graduate student GPA calculation.

The Registrar will notify students placed on probation of that fact at the time semester grades are posted.

Graduate students are cleared from probation and returned to good standing if the SJSU cumulative GPA is raised to 3.0 or better. They will be notified by the Registrar that their probation has been cleared.

b. Post-baccalaureate Students

Post-baccalaureate students, who are those with other than a conditionally classified or classified graduate status, are subject to academic probation if their post-baccalaureate GPAs for units attempted at SJSU fall below 2.5.

Post-baccalaureate students are cleared from probation and returned to good standing if their SJSU cumulative GPAs are raised to 2.5 or better. Post-baccalaureate students will be notified by the Registrar when their probations have been cleared.

c. Credential Students

Credential candidates must consult with their credential advisor to determine the GPA at which academic probation is imposed. They are cleared from probation if their SJSU cumulative GPAs are raised to the program-specific value. Credential students will be notified by Registrar when their probations have been cleared.

2. Administrative-Academic Probation

Section 41300 of Title 5 of the California Code of Regulations permits administrative-academic probation or disqualification from academic programs in the CSU for unsatisfactory scholastic progress regardless of cumulative GPA.

Graduate or post-baccalaureate students may be placed on administrative-academic probation by the Associate Vice President for Graduate Studies and Research for any of the following reasons:

- a. withdrawal from all or a substantial portion of a study plan in two successive terms or in any three terms;
- b. failure to make satisfactory progress toward the graduate or post-baccalaureate objective;
- c. failure to comply, after due notice, with an academic requirement or regulation that is routine for all students or a defined group of students; examples include failure to take placement tests and failure to complete a required practicum.

Notice of the reasons for administrative-academic probation is provided to the Associate Vice President for Graduate Studies and Research by the coordinator of the graduate or post-baccalaureate program in which the student has been enrolled.

When placed on administrative-academic probation, students will be notified in writing by the Associate Vice President for Graduate Studies and Research. They will be provided with the conditions for release from probation and the circumstances that would lead to disqualification should probation not be released.

B. University Disqualification

1. Academic Disqualification

Graduate students who are on academic probation are subject to disqualification if they fail to earn a SJSU term GPA of 3.0 or better each semester until a SJSU cumulative GPA of 3.0 is again established. Enrollment in at least one letter-graded course is required in each semester that students are on probation.

2. Administrative-Academic Disqualification

Upon notice by the coordinator of the graduate or post-baccalaureate program in which the student has been placed on administrative-academic probation, students may be disqualified from further attendance by the Associate Vice President for Graduate Studies and Research if

- a. the conditions for removal of administrative-academic probation are not met within the period specified;
- b. students become subject to administrative-academic probation for the same or similar reason for which they had been placed on administrative-academic probation previously, whether or not they are currently in such status.

When administrative-academic disqualification occurs, students will be notified in writing by the Associate Vice President for Graduate Studies and Research, who will further instruct the student regarding alternatives to the program, if any.

C. Appeal from University Probation or Disqualification

Upon receiving notice of probation or disqualification from the University, students may petition the ADRRC to appeal the action if there were errors or extenuating circumstances.

A critical step in the appeal process is consultation by students with their advisors. A report of the consultation and the advisor's recommendation will be forwarded to the ADRRC.

In cases of extenuation, students must present evidence of extenuating circumstances beyond the students' control that disrupted previously satisfactory academic performance and documentation that such conditions will no longer affect the students' academic performance.

After review of the petition, the ADRRC will make a recommendation to the Associate Vice President for Graduate Studies and Research to confirm or rescind the action.

Establishing and evaluating the procedure for the appeal process will be the charge of the ADRRC.

D. Reinstatement following University Academic Disqualification

Following academic disqualification, students may petition for reinstatement on the basis of extenuating circumstances, special consideration, a grade change, or a program of study. For the latter, students must see their graduate advisor to develop the program of study that it is appropriate to their majors. The program of study must consist of a minimum of 6 letter-graded units of upper-division (100-level) courses directly related to the student major and taken only through SJSU Open University. The 100-level courses may or may not be part of the graduation requirements for the degree program. Disqualified students are not permitted to enroll in graduate (200-level) courses. Advisors may require more than 6 units of course work. If students plan to pursue a different degree program upon readmission to the University, the program of study must be applicable to the new major or objective, be developed in conjunction with the graduate advisor of the new major or objective, and demonstrate the students' capacity to complete the new graduate degree or objective requirements.

Once the program of study has been completed such that students earn a minimum GPA of 3.3 ("B+") on it, they will be reinstated. Thus a department is expected under normal circumstances to readmit students who have successfully completed programs of study signed off by that department.

Students may file a Petition for Reinstatement immediately following notification of disqualification. The petition may be obtained from the Office of Graduate Admissions and Program Evaluations (GAPE) and must be submitted at least 30 days prior to the first day of the semester in which the student wishes to be reinstated.

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

Reinstatement differs from readmission. Reinstated students must apply for readmission. Application for readmission can be done during the semester in which the program of study is underway or in which the reinstatement petition is being considered. Disqualified students seeking readmission to the University are subject to the same enrollment limitations and admission application requirements as all other applicants.

E. After Readmission

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

The conditions above are also true of post-baccalaureate students readmitted following disqualification except that the threshold cumulative and term SJSU GPAs are 2.5.

Credential candidates are subject to the GPA requirements dictated by the State Department of Education and will be notified of those requirements by the departments in the College of Education in which they are seeking credential preparation.

Approved: 4/26/10

Vote: 10-4-1

Present: Eric Armendariz, Megan Baker, Stephen Branz (non-voting), Karin Brown, Bill Campsey, Victor Culatta, Caroline Fee, Elizabeth McGee, Stacy Gleixner, Mo Han, Rich Kelley, Lizzie Orr, Wiggsy Sivertsen, Marian Sofish, Kevin Starks

Absent: Terry Pollack, Eloise Stiglitz

Workload Impact: Reduced staff workload for the registrar's office resulting from paperwork associated with removing the program of study option for reinstatement for undergraduates. Increased workload to major advisors and ADRRC from increased number of students disqualified.

Financial Impact: Not significant