

**SAN JOSÉ STATE UNIVERSITY
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SAN JOSÉ, CA 95192**

S16-16, University Policy, Probation and Disqualification

Legislative History: Rescinds S10-6, S11-1, and S15-5

At its meeting of May 9, 2016, the Academic Senate approved the following policy recommendation presented by Senator Kaufman for the Instruction and Student Affairs Committee. University Policy S10-6 has already been amended twice (S11-1 and S15-5) and now would require many further amendments to become consistent with policies such as F12-7 (Former Students Returning), Academic Disqualification and Reinstatement Review Committee (ADRRC) Guidelines on Probation and Disqualification in the Major, and changes in ADRRC implementation of reinstatement criteria, therefore this policy replaces University Policies S10-6, S11-1, and S15-5.

**Approved and signed by Interim
President Susan W. Martin on
May 17, 2016**

**University Policy
Probation and Disqualification**

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I. Undergraduate Students

Per Sections 41300 and 41300.1 Title 5 of the California Code of Regulations, undergraduate 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 be classified as being in good academic standing. In determining a student's eligibility to remain enrolled at SJSU, 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. Other factors, such as the total number of units taken, the number of courses repeated, or the GPA in the major may be considered in determining progress toward degree or other degree program objectives.

A. University Academic Probation and Continued Probation

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

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

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

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

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

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

B. University Academic Disqualification

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

C. Reinstatement following Academic Disqualification

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

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

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

- 1. Raising the SJSU Cumulative GPA to 2.0 or Better.** Generally, the SJSU cumulative GPA is raised through SJSU Open University coursework, although retroactive (after the last day of classes) actions by students, such as completion of Incomplete ("I") grades or course drops, can also raise the SJSU cumulative GPA.
- 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. The criteria for approval under this category are similar to those required for a retroactive (course) drop or retroactive (semester) withdrawal. Sometimes the approval of such retroactive petitions will raise the SJSU cumulative GPA to 2.0 or better (good academic standing), thus shifting to a Category 1 approval. However,

even in such cases, rescinding academic standing already posted to the record is very rarely approved.

- 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 can demonstrate that their life experiences have prepared them for a successful return to school. Students disqualified while in the lower division may be reinstated and readmitted in fewer than five years. Generally, students must be eligible for readmission on probation prior to approval under this category. Multiple reinstatements under this category are rarely granted.
- 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. If a timely grade change results in an increase in the term GPA or in the SJSU cumulative GPA to 2.0 or better, the student may qualify, not only for reinstatement under this category, but also for the rescinding of the academic standing of probation or disqualification (meaning that the academic standing is removed from the transcript). The rationale for the rescinding of academic standing is that the instructor and not the student made the error that led to an incorrect posting of academic standing. Generally, the grade change must be made by the Drop Deadline of the following Fall or Spring semester. Further extension of this deadline will be considered only when there is documentation of the student's attempt(s) to contact the instructor and/or the department chair, and the late submission of the change of grade form is clearly beyond the student's control, as described in University Policy S09-7.

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

D. Administrative Academic Probation and Disqualification

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

Limitations. As with academic probation and disqualification, administrative academic probation must precede administrative academic disqualification in all but the most exceptional circumstances (see below). In most cases, a direct reassignment from good standing in the major to disqualification from the major is prohibited. In other words, at least one semester of probation in the major is

required prior to disqualification from the major. The underlying philosophical premise is that students should be placed on notice prior to disqualification.

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

Academic Progress in the Major¹. Most instances of administrative academic probation and disqualification result from probation and disqualification in the major.²

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

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 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.

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

Probation in the Major and Disqualification from the Major.

1. Probation in the Major

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

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

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

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 appropriate advisors for consultation.

3. Guidelines and Criteria for Programmatic Probation and Disqualification

Maximum Course Grade or GPA Requirements. Programs may not require individual course grades to be higher than "C" for undergraduates. At the most, a department may require that each and every course required for the degree

program be passed at this standard. The corollary is that the maximum GPA that can be required for any set of courses cannot be higher than 2.0 for undergraduates. Related to these general guidelines are the following stipulations:

- a. 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).
- b. 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.

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

- a. Approved course drops or semester withdrawals (W grades) are considered to be without prejudice and should not be counted as an attempt at a course if the program restricts the number of attempts of a course (per University Policy S09-7).
- b. If grade forgiveness is allowed (undergraduates only), then the repeat grade must be considered without prejudice (as implicit in University Policy F08-2).
- c. If grade forgiveness is not possible when a course is attempted multiple times, 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 choose to 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.

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.

5. Petitions

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

II. Graduate, Post-baccalaureate, and Credential Students

A1. University Academic Probation and Continued Probation

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

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

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

The Registrar will notify students who are placed on academic probation of that fact when term grades are posted. The students will also be advised of conditions

required for return to good standing, the consequences of not maintaining a term GPA of 3.0, and the necessity of conferring with their graduate advisor

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

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

Enrollment in at least one letter-graded course is required of graduate students in each Fall and Spring semester that they are on academic probation.

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

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

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

B. University Academic Disqualification

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

C. Reinstatement following Academic Disqualification

Graduate students disqualified from the university for the first time can petition to be reinstated, unless otherwise disallowed by an accrediting body or other governing agency. Reinstatement is a process separate from readmission. Students must file an application for readmission with CSU Mentor to register for classes following reinstatement. 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.

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

- 1. Raising the SJSU Cumulative GPA to 3.0 or Better.** The SJSU cumulative GPA can be raised through SJSU Open University coursework as part of a Program of Study (see below), although retroactive (after the last day of classes) actions by students, such as completion of Incomplete (“I”) grades or course drops, can also raise the SJSU cumulative GPA.
- 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. The criteria for approval under this category are similar to those required for a retroactive (course) drop or retroactive (semester) withdrawal. Sometimes the approval of such retroactive petitions will raise the SJSU cumulative GPA to 3.0 or better (good academic standing), thus shifting to a Category 1 approval. However, even in such cases, rescinding academic standing already posted to the record is very rarely approved.
- 3. Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Such students will have spent substantial time (five years or more) away from SJSU since their disqualification and can demonstrate that their life experiences have prepared them for a successful return to school. Often this request is accompanied by a change of major from that in which the disqualification occurred.

Because this category of reinstatement exists to give students a fresh start on their degree pursuit, past grades that led to the previous disqualification should not hinder a student’s progress through the newly begun degree program. Circumstances could exist in which the original scholastic performance was so poor that, even with excellent progress through the new degree program, the GPA could not be returned to a 3.0 level. Therefore, the previous grades should not be counted against the student. This can be effected by means of a Disregard of All Previous Graduate Coursework Petition. The corollary to this benefit is that none of the disregarded coursework may be used in the new degree program; however, satisfaction of the graduate-level Graduation Writing Assessment Requirement (GWAR) would carry over to the new program. By the

same token, no courses from any source may be transferred into the new degree program.

- 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. If a timely grade change results in an increase in the term GPA or in the SJSU cumulative GPA to 3.0 or better, the student may qualify not only for reinstatement under this category, but also for the rescinding of the academic standing of probation or disqualification (meaning that the academic standing is removed from the transcript). The rationale for the rescinding of academic standing is that the instructor and not the student made the error that led to an incorrect posting of academic standing. Generally, grade change must be made by the Drop Deadline of the following Fall or Spring semester. Further extension of this deadline will be considered only when there is documentation of the student's attempt(s) to contact the instructor and/or the department chair, and the late submission of the change of grade form is clearly beyond the student's control, as described in University Policy S09-7.
- 5. Program of Study.** A graduate student must confer with his or her graduate advisor to develop a schedule of classes appropriate to the student's major. The courses must consist of a minimum of 6 units per term, and all must be taken in a single term. They must be letter graded, upper division (100-level), and taken through the SJSU Open University or SJSU's Extended Studies winter or summer session. The 100-level courses may or may not be part of the graduation requirements for the student's degree program. The advisor may require more than 6 units of coursework but no more than 9 units. Graduate (200-level) courses are not permitted in the program of study, and disqualified students cannot enroll in 200-level courses. *Courses taken prior to approval of the program of study via submission of the Graduate Petition for Reinstatement will not be accepted.* Also precluded from the program of study are courses taken at another university, 300-level, 400-level, or 500-level courses, and lower-division courses. If the student plans to pursue a different degree program upon readmission to the university, the program of study must be applicable to the new major, be developed in conjunction with the graduate advisor of the new major, and demonstrate the student's capacity to complete the new graduate degree requirements. If a course on an approved program of study becomes unavailable, another reinstatement petition must be submitted and approved immediately after enrollment in a substitute course. Once the program of study has been completed successfully with a minimum GPA of 3.3 ("B+") and no grades lower than B, he or she will be reinstated and, after reapplication to the university, readmitted to the university and the department. Should the student fail to achieve the 3.3 minimum GPA, additional programs of study are permissible with entirely new classes and consent of the graduate advisor of the incoming major.

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

Graduate students reinstated following university disqualification normally return on probation. 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.

D. Administrative Academic Probation and Disqualification

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

Limitations. As with academic probation and disqualification, administrative academic probation must precede administrative academic disqualification in all but the most exceptional circumstances (see below). In most cases, a direct reassignment from good standing in the major to disqualification from the major is prohibited. In other words, at least one semester of probation in the major is required prior to disqualification from the major. The underlying philosophical premise is that students should be placed on notice prior to disqualification. For example, a substandard grade in one course could not result in disqualification; rather, the student would be put on administrative academic probation and afforded the opportunity to repeat that class. Passage of the repeated course with the required grade would result in the return of the student to good standing. Programs can limit the number of semesters on probation in the student career to as few as one.

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

Academic Progress in the Major³. Most instances of administrative academic probation and disqualification result from probation in and disqualification from the major.⁴

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,

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

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

Probation in the Major and Disqualification from the Major

1. Probation in the Major

Departments and schools must notify students in writing of (new) probation in the major or disqualification from the major status no later than two weeks following the posting of university academic standing. They must also be provided with the conditions for release from administrative academic probation and the circumstances that would lead to administrative academic disqualification should probation not be cleared. There should be a mechanism to permit return to good standing from probation. Graduate students must be advised to meet with an advisor in the major to design a study plan to return to good standing in the major. When administrative-academic probation occurs, students will be notified of the reasons in writing by the program with copies delivered to the Associate Dean of Graduate Studies and the Registrar.

2. Disqualification from the Major

When administrative academic disqualification occurs, students will be notified of the reasons in writing by the program with copies delivered to the Associate

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.

Dean of Graduate Studies and the Registrar. Disqualification from the major will be determined after every Fall, Winter, Spring, or Summer term.

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

3. Guidelines and Criteria for Programmatic Probation and Disqualification⁵

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

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

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

Restrictions on Course or Unit Load Per Semester. Programs may restrict a student to two attempts of any course offered by the program. The basic guideline is that the university rules for repeating courses should be followed

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.

unless the program chooses to be more lenient than the university. These sorts of criteria may be set as a minimum or maximum. For example, cohort programs may require that a minimum number of courses/units be taken each semester in order to best utilize resources or to ensure that the program is completed while student knowledge is still current. Alternatively, setting a maximum number of units may make sense for students on probation.

- a. Approved course or semester withdrawals (W 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 (per University Policy S09-7).
- b. For graduate students, the university will use grade averaging in computing the SJSU GPA (per University Policy F08-2).
- c. 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 B or better.

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

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, student teaching assignments, or other types of programmatic requirements, there may be such serious concerns about the safety or well-being of the student, other students, clients, patients, and so forth, that repetition of the courses 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. However, the “no repeat” option would not have to be in place to disqualify a student from a course. 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. Unless clearly falling into the category described here, courses by which immediate disqualification can be imposed must be approved in advance by the ADRRC.

- b. A program can disqualify a student without a probationary period for behavior that fails to comply with professional standards of conduct appropriate to the field of study. This conduct could occur in or out of class. It must be highly egregious for the disqualification action to be taken. Examples include threatening behavior, repeated disruptions of classes that interfere with the educational opportunities of other students, and repeated acts of professorial disrespect, badgering, rudeness, interruptions, and verbal or written abuse. The disqualification action is still appealable so it is advisable that the program consult with Graduate Studies before proceeding.
- c. Conditional acceptance to a program is, in effect, acceptance under probation in the major. Typically, a specified set of courses or requirements must be passed prior to attaining good standing in the program. There may be time limits or unit limits established to satisfy the conditions, which, if not met, may lead to disqualification from the major degree program without an intervening term on explicit probation. Cohort programs must provide in their policies a reasonable accommodation for students who must stop out for legitimate reasons.
- d. Teaching credential students do not receive a degree from SJSU and are subject to the regulations of the state legislature and licensing agency. Credential courses that exceed the seven-year limit cannot be revalidated. As with graduate master's degree programs in the CSU, the overall GPA and candidacy GPA must be at 3.0 or above for completion. In the case of credentials, a recommendation from the university to the state credentialing agency would be withheld without the requisite GPA. Students who fail to achieve this level of scholastic success or who are deemed dispositionally unsuitable for a teaching career can be precluded by the program from repeating courses or taking other courses to raise the GPA and so are effectively permanently terminated from the university without the credential recommendation.

4. Reinstatement after Administrative Academic Disqualification

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

III. Appeal of Administrative Academic Probation or Disqualification

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

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

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

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

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

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

C. Subcommittee Structure. The subcommittee will be chaired by the Associate Dean of either Undergraduate Studies or Graduate Studies, based on the student

career, and he or she will also be a voting member. The subcommittee will further consist of one college Associate Dean as a second voting member, chosen on a rotating basis. The Associate Dean of the college in which the student's program resides will also serve but as a nonvoting member. The third voting member, again on a rotating basis, will be an ADRRC member who is not an Associate Dean.

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

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

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

Approved:	April 18, 2016
Vote:	14-0-1
Present:	Bruck (nonvoting), Brooks, Sen, Sofish, Campsey, Branz (nonvoting), Walters, Kaufman, Sullivan-Green, Abukdheir, Medina, Medrano, Khan, Wilson, Simpson, Nash, Amante
Absent:	Gay, Rees
Financial Impact:	None
Workload Impact:	None
Financial Impact:	Not significant