

F96-11 ACADEMIC STANDARDS; PROBATION; DISQUALIFICATION

Legislative History:

At its meeting of December 9, 1996, the Academic Senate approved the following Policy Recommendation presented by Shirley Reekie for the Instruction and Student Affairs Committee.

This policy replaces S 73-20 as amended by S 75-3 and S 84-11; and S 83-6 as amended by S 85-1.

ACTION BY THE UNIVERSITY PRESIDENT:

"Accepted as University Policy effective December 12, 1996." Signed: Robert L. Caret, December 12, 1996.

ACADEMIC STANDARDS (PROBATION AND DISQUALIFICATION)

F 96-11

Replaces: S 73-20 as amended by S 75-3 and S 84-11; and S 83-6 as amended by S 85-1.

Whereas, San Jose State University currently has two separate policies concerning disqualification, one from the University and one from departments; and

Whereas, Currently students with poor academic records are disqualified automatically, and with no intervention by advisors, counselors, etc.; and

Whereas, The Retention Task Force believes that current policies on disqualification are certainly deficient and possibly in conflict with an Executive Order from the Chancellor; and

Whereas, Without action, approximately 1,000 students will face automatic disqualification for spring, 1997; and

Whereas, New technology enables the University to notify students of their requirement to receive advising in a timely manner; and

Whereas, The opening of the Student Resource Center will enable more students to be better advised; therefore, be it

Resolved, That the attached document entitled "Academic Probation and Disqualification" be adopted as policy, effective immediately.

resulting from assignment of 15 units of NC, when such failure appears to be due to circumstances within control of the student.

c. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (examples: failure to complete a required practicum, 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, the student will be notified in writing and provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

B. University Disqualification

1. Academic Disqualification:

Students on academic probation are subject to academic disqualification when:

- a. Lower division students (fewer than 60 units of college work complete) fall 15 or more grade points below a 2.0 average in all units attempted or in all units attempted at SJSU.
- b. Juniors (60-89 units of college work completed) fall 9 or more grade points below a 2.0 average in all units attempted or in all units attempted at SJSU.
- c. Seniors (90 units of college work completed) fall 6 or more grade points below a 2.0 average in all units attempted or in all units attempted at SJSU.

2. Administrative-Academic Disqualification:

A student 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:

- a. The conditions for removal of administrative -academic probation are not met within the period specified.
- b. The student becomes subject to academic probation while on administrative-academic probation.
- c. The student becomes subject to administrative-academic probation for the same or similar reason for which she or he has been placed on administrative-academic probation previously, although not currently in such status.

When placed on administrative-academic disqualification, the student will be notified in writing 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, a student, upon receiving notice of probation or disqualification, may petition immediately to the Admissions and Standards Committee to appeal such action.

The critical step in the appeal process is consultation between the student and 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 Admissions and Standards Committee.

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

After review of the petition, the Admissions and Standards Committee will recommend to the Associate Vice President for Undergraduate Studies to confirm or rescind action.

Establishing and evaluating the procedure for the appeal process will be the charge of the Admissions and Standards Committee.

D. Reinstatement Following University Disqualification:

Students who wish to be readmitted to the University following disqualification must petition to the Admissions and Standards Committee for reinstatement and file an application for readmission to the Office of Admissions and Records.

The critical step in achieving reinstatement to the University following disqualification is consultation between the student and an advisor representing the major in which reinstatement is sought to design a program of study that addresses scholastic deficiencies and demonstrates that she or he is ready to resume rigorous academic work.

and/or program (hereafter referred to as "program") may employ a policy of disqualifying students from the major.

Programs electing to use the disqualification from the major option should adhere to the following guidelines.

Students are subject to disqualification from the major when:

1. Their grade point average in the major is below 2.0.
2. They have been notified that they have been placed on probation in the major.
3. They have met with an advisor in the major to design a formal program of study to raise their grade point average in the major to 2.0 in the next semester of enrollment; and
4. They fail to achieve the minimum grade point average of 2.0 in the major during that semester.

Students disqualified under this policy will be notified by the program that they are no longer eligible to 2.

When placed on administrative-academic probation, the student will be notified in writing and will be provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

B. University Disqualification

1. Academic Disqualification

A graduate student who is on academic probation is subject to disqualification if he or she fails to earn better than a 3.0 grade-point average each term until the required 3.0 grade-point average is again established. This requires enrollment in at least one letter-graded course in each term that the student is on probation.

2. Administrative-Academic Disqualification

Upon notice by the coordinator of the graduate or post-baccalaureate program where the student has been placed on administrative-academic probation, the student 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. the student becomes subject to academic probation while on administrative-academic probation;
- c. the student becomes subject to administrative-academic probation for the same or similar reason for which he or she has been placed on administrative-academic probation previously, whether or not the student is currently in such status.

When administrative-academic disqualification occurs the Associate Vice President, Graduate Studies and Research, will instruct the student regarding possible alternatives to the program for which the student is no longer eligible.

C. Appeal from University Probation or University Disqualification

Upon receiving notice of probation or disqualification from the University, if there are errors or extenuating circumstances, a student may immediately petition the Admissions and Standards Committee to appeal such action. Forms for this procedure may be obtained from the Office of Records, and the completed forms must be returned prior to the 15th day of the semester.

The critical step in the appeal process is consultation between the student and her/his advisor. A report of the consultation and the advisor's recommendation will be forwarded to the Admissions and Standards Committee.

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

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

Establishing and evaluating the procedure for the appeal process will be the charge of the Admissions and Standards Committee.

D. Reinstatement following University Disqualification

Students who wish to be reinstated following disqualification must see their graduate advisor to develop a program of study appropriate to their proposed major for coursework to be taken through San Jose State University extension, Summer Session, Winter Session, or Open University. Courses graded CR/NC are not applicable for reinstatement purposes.

The program of study must consist of a minimum of six (6) units per semester of coursework and should contain only upper division (100-level) courses directly related to the student's major. A disqualified student is not permitted to enroll in graduate (200-level) courses.

Neither extension courses taken from another institution, nor 400-level courses taken from San Jose State University extension, nor lower-division courses taken from this or any other institution, are appropriate for reinstatement purposes for a postbaccalaureate or graduate student.

If the academic deficiency occurred in the major field, the program of study during disqualification must include work applicable to the major. If the student who has been disqualified plans to pursue a different

is required of all students who have not been in attendance for one or more semesters.

E. After Readmission

A graduate student reinstated following disqualification is normally placed on probation until the San Jose State University cumulative grade-point average is raised to 3.0. The graduate student reinstated on probation must achieve a grade-point average better than 3.0 each semester following readmission until such time as he or she has earned a cumulative San Jose State University grade-point average of 3.0. Failure to attain an average of 3.0 or above each semester will result in a second, and final, disqualification.

A postbaccalaureate student readmitted following disqualification is normally placed on probation until the San Jose State University cumulative postbaccalaureate grade-point average is raised to 2.50. The student readmitted after probation must attain a grade-point average above 2.5 each semester after readmission until the cumulative grade-point average is raised to 2.5. Failure to maintain a grade-point average above 2.5 until the cumulative grade-point average is 2.5 will result in a second, and final, disqualification.

Credential candidates are subject to the grade-point average 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.