

**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

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.

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

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.

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. Review of the we,-0.0006 Tc 0.0028 m

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, Wiggy 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