

SAN JOSÉ STATE UNIVERSITY
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SAN JOSÉ, CA 95192

Amendment E to University Policy S16- 16, Academic Notice,
Administrative Academic Probation, and Disqualification

Legislative History:

On May 8, 2023, the Academic Senate passed the following Policy Amendment presented by Senator Sullivan-Green for the Instruction and Student Affairs Committee.

Approved and signed by
Cynthia Teniente -Matson , President,
San José State University on June 20, 2023.

Whereas, Use of the term “academic probation” has been identified as having negative connotations for students’ sense of belonging and confidence in their academic abilities; and

Whereas, Having language for undergraduate and graduate students within the same section creates confusion since criteria applying to each group can vary significantly; and

Whereas, Policy language regarding GPA calculations from courses taken in PBXT standing is inconsistent with current practice; and

Whereas, The timing for updating a student’s academic standing is impactful and should be structured so that students are given the maximum opportunity to

students the best chance of success.

Approved: May 3, 2023

Vote: 13-0-0 (via email)

Present: Sullivan-Green (Chair), Chadwick, Chen, Chuang, Jackson, (non-voting), Leisenring (non-voting), Masegian, Mathur, Muller, Pinnell, Rollerson, Sen, Sheta, Treseler, Wolcott

Absent: Jaiswal, Khan

Financial Impact: None

Workload Impact: Departments and campus offices will be required to update policies to be consistent with the policy changes. The Registrar's Office will need to make changes to PeopleSoft to comply with policy updates.

University Policy

Academic Notice, Administrative Academic Probation, and Disqualification

Table of Contents

- I. Glossary of Terms
- II. Undergraduate Students
 - A. University Academic Notice and Continued Academic Notice
 - B. University Academic Disqualification
 - C. Reinstatement following Academic Disqualification
 - D. Administrative Academic Probation and Disqualification
 - E. Academic Notice in the Major and Disqualification from the Major
- III. Graduate, Post-baccalaureate, and Credential Students
 - A. University Academic Notice and Continued Academic Notice
 - B. University Academic Disqualification
 - C. Reinstatement following Academic Disqualification
 - D. Administrative Academic Notice and Disqualification
- IV. Appeal of Administrative Academic Notice or Disqualification for Undergraduate and Graduate Students
 - A. Student Appeal Filing
 - B. Validity of Appeal
 - C. Subcommittee Structure
 - D. Hearing Rules
 - E. Decision

I. Glossary of Terms

Academic Notice (formerly Academic Probation): academic standing category for students with a SJSU cumulative GPA below 2.0 (undergraduates) or 3.0 (graduate students)

Academic Disqualification: academic standing category for students on academic notice who have not met the criteria to remain on continued notice (term GPA of at least 2.0 for undergraduates, at least 3.0 for graduate students), or return to good academic standing (SJSU cumulative GPA of at least 2.0 for undergraduates, at least 3.0 for graduate students)

Academic Standing: status applied to student record based on GPA; categories include good standing, academic notice (formerly academic probation), continued notice (formerly continued probation), academic disqualification, administrative academic probation, and administrative academic disqualification

Administrative Academic Probation : students are placed in this category by appropriate campus authorities based on unsatisfactory academic progress toward their degree program or if there are noted behavioral or safety concerns

Administrative Academic Disqualification: students are subject to administrative academic disqualification if they fail to meet the criteria defined in their administrative academic probation notice, or in the case of serious concerns about the safety or well-being of the student or others in certain course contexts such as clinical, laboratory, or fieldwork courses (see policy for details)

ADRRRC: Academic Disqualification and Reinstatement Review Committee, Academic Senate committee that serves as a review and appeals committee for various policies and student petitions

Continued Notice (formerly Continued Probation): academic standing category for students with a term GPA of at least 2.0 (undergraduates) or 3.0 (graduate students), but a SJSU cumulative GPA below that threshold

Former Student Returning (FSR): a student who attended SJSU as a matriculated student and is seeking to return following disqualification or a stop-out period

GPA (Grade Point Average): Various Grade Point Averages are utilized to evaluate a student's standing

All College GPA : the GPA for all courses taken at all higher education institutions attended

Major GPA: the GPA for all required courses in the major program; can include courses required in preparation for the major (as defined by the program, in the Academic Catalog)

Term GPA: the GPA earned in a specific academic term (e.g., fall semester, spring semester)

SJSU cumulative GPA : the GPA for all courses taken at SJSU

Open University: option for non-matriculated students to take SJSU courses, if seats are available; students who have been disqualified may take courses through Open University to improve their SJSU cumulative GPA

Post-Baccalaureate (PBXT): category of students who have earned a Bachelor's degree and are not currently matriculated in a graduate program

Readmission: the process by which students apply for admission to the university after being disqualified and reinstated. Special consideration is given to Former Students Returning (FSRs) through the FSR Petition for Readmission

Reinstatement: the process by which students may return to academic good standing, or academic notice, after being disqualified. Note that students must also be readmitted to the university to be eligible to continue as a matriculated student at SJSU

II.

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

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

First year students¹ who have not returned to good standing will remain on academic notice and are not subject to disqualification until they have attempted 30 units at SJSU or have completed three semesters, whichever comes first.

The Registrar's Office will notify students who are placed on academic notice when term grades are posted. The notification will include a referral of the students to their advisors for consultation. Undergraduate students on academic notice may have restrictions placed on their total unit load until they return to good standing.

Undergraduate students on academic notice or continued academic notice will have holds placed on their records and will not be allowed to participate in further registration activities until they have conferred with their academic advisor(s) to design a study plan to raise their SJSU cumulative GPA to at least 2.0 in the most expeditious manner. The registration hold will continue until the student returns to good standing.

Undergraduate students will remain on academic notice or continued academic notice until they return to good standing or are disqualified. They are removed from academic notice and returned to good standing when the SJSU cumulative GPA is at or above 2.0. Academic standing will be updated when a change affecting the SJSU Cumulative GPA is made to the academic record, such as the addition of new grades (following a Fall, Spring, or Summer term) or approval of a petition for a grade change or retroactive course drop or semester withdrawal.

Special Session programs, including SJSU Online, may have their own calendar/process for placing students on academic notice or continued

¹ First year students are defined as first-time students who have attempted up to 30 units at SJSU. Transfer students are not included in this category.

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 academic 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...” Further, a student may be placed on administrative academic probation if there are noted behavioral or safety concerns.

Limitations. As with academic notice and disqualification, administrative academic notice 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 academic notice 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 notice and administrative academic disqualification status will be shown on the transcript.

Academic Progress in the Major ². Most instances of administrative academic probation and disqualification result from academic notice and disqualification in the major.³

² 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.

³ 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

- 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 academic notice 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.

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 academic notice.

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 notice 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 Education to confirm or rescind the action.

III. Graduate, Post -baccal aureate, and Credential Students

A. University Academic Notice and Continued Academic Notice

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

Graduate students and credential candidates on academic notice will remain on continued academic notice when the following term GPA is 3.0 or better, while the SJSU cumulative GPA remains below 3.0. The

continued academic notice

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 grade averaging is used in GPA calculations. 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 degree program GPA 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 program 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 academic notice or continued academic notice will be academically disqualified when the term GPA for a Fall or Spring 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 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

achieve the minimum GPA of 3.3 in the program of study, additional programs of study are permissible with entirely new classes and consent of the graduate program coordinator of the major they intend to matriculate into.

Reinstatement is not allowed after 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 academic notice. Subsequently, they must achieve a term GPA of 3.0 or better each fall, spring or summer term following readmission until their SJSU cumulative GPA is 3.0 or higher. Failure to attain a minimum 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..."

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 academic 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 academic probation in, disqualification from, and reinstatement into the graduate major. The criteria must be reviewed and approved by the ADRRC.

As with academic notice

department and approved by the College of Graduate Studies is required prior to disqualification from the university. 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 academic probation in the student career to as few as one.

Program-Level Criteria. Graduate programs must ensure that program-level criteria and the consequences of being placed on Administrative Academic Probation and disqualification are clearly communicated to all students within the concerned degree programs. 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.

Transcript Notation. Both administrative academic probation and administrative disqualification are noted on the transcript. Administrative academic probation is noted as "Administrative Academic Probation" and administrative disqualification is noted as "Administrative Disqualification".

delivered to the Associate Dean of Graduate Studies and the Registrar.

3. Guidelines and Criteria for Administrative Academic Probation and Disqualification at the Program Level ⁴

Qualifying or Comprehensive Exams. Graduate programs in which qualifying or comprehensive exams must be passed, must have policies governing program-level exam procedures available to all students and must be posted on departmental and/or program websites and any other program documents, such as student handbooks. Important information such as the number of times an exam may be attempted or remedial work to be completed in response to failing an exam must be available.

Maximum Course Grade or GPA Requirements (Title V). 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.

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 wish to be considered for admission into a different program, they may apply for readmission to the university in the new program. Disqualified students may not take graduate-level courses through SJSU Open University or SJSU Extended Studies.

IV. Appeal of Administrative Academic Notice or Disqualification for Undergraduate and Graduate Students

Upon receiving notice of administrative academic notice or disqualification, students should first consult with their program coordinators and/or advisors, then, if necessary, file a written appeal first with a program-level faculty committee, then with the -0.001en(d)(i)6 (e)mp.]n(dua)-5.1 (t)2 (e)-5 (S)-4 (t)2 (ude)-5 (ne,)2po
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- 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.