

Guidelines for Probation and Disqualification in the Undergraduate Major

1. Probation in the Major

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

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

2. Disqualification in the Major

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

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

3. Reinstatement to the Major

Programs employing a policy for disqualification from the major may have a procedure or set of conditions for reinstatement of those students to the major. A critical step in achieving reinstatement to the major following disqualification from the major is consultation by students with their advisors to design a study plan that addresses scholastic deficiencies and demonstrates that they are ready to resume rigorous academic work.

Students will be reinstated to the major upon successful completion of the study plan.

4. Petitions

In cases of error or extenuating circumstances, students, upon receiving notice of probation or disqualification, may petition to an appropriate faculty committee at the program level to appeal such action. In the case of a negative decision in response to the petition, students may appeal to the ADRRC. After review of the petition, the ADRRC will make a recommendation to the Associate Vice President for Undergraduate Studies to confirm or rescind the action.

5. Exceptions

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

Additional Guidelines

As noted above, University Policy S10-6 provides an excellent framework, but there are many other Title 5 rules and regulations, CSU Executive Orders and coded memoranda, and University policies that need to be adhered to as well. Some of these are enumerated below. This list of guidelines is not meant to be exclusionary; a department may propose others that the ADRRC will consider based on compliance with University policies and practice and student fairness considerations. These guidelines may be thought of as a set of tools to improve student success and establish good educational practice.

- (1) Good Standing —> Probation —> Disqualification: In general, it is not possible to go directly from good standing in the major to disqualification from the major. 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. Exceptions to this general guideline include the following:
 - 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, greensheet, 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.
 - Conditional acceptance to a program is, in effect, acceptance with 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 even 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 probation. Cohort Programs must provide in their policies a reasonable accommodation for students who must stop out for legitimate reasons.
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- 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 F08-2). A degree 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 (on the major form) or to satisfy any requirements prior to completion of the major.

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Framing Questions to Accompany the “Guidelines for Probation and Disqualification in the Undergraduate Major”

1. How do students move from good standing in the major to probation in the major?
2. Are there any conditions or restrictions associated with being on probation in the major (e.g., mandatory advising or inability to enroll in a departmental capstone course)?
3. How do students return from probation in the major to good standing in the major?
4. How do students move from probation in the major to disqualification in the major? [NOTE: The Guidelines for Probation and Disqualification in the Major do not, in general, permit a disqualification from good standing. Situations permitting exceptions to this general guideline are described.]
5. If reinstatement to the major is possible following a disqualification, what must students do in order to earn this reinstatement? [NOTE: a department is not obligated to reinstate to the major, but whatever is done with respect to policy should be communicated clearly and applied fairly to all students.]
6. For each step (above) how will students be notified about (a) their academic standing in the major, and (b) what, if anything, will allow them to return to good standing in the major?
7. What is the process for student appeal of a departmental probation or disqualification? [NOTE: the incentive to draft extremely clear and fair sets of answers to questions 1-6 is that the time spent resolving possible appeals will be greatly reduced.]