

Policies and Procedures for Administrative Academic Probation and Disqualification

Economics Graduate Programs SJSU (M.A. Economics / M.A. Concentration in Applied Economics)

Passed by a unanimous vote of the Economics Faculty, September 24, 2021

All SJSU graduate students will be placed on University Academic Probation if at any time their SJSU cumulative GPA falls below 3.0. In addition, the Department of Economics maintains a set of minimum standards that graduate students must also meet to avoid being placed on Administrative Academic Probation (also known as “Departmental Probation”). The SJSU policies concerning University and Administrative probation and disqualification can be found in the following policy of the SJSU Academic Senate: <https://www.sjsu.edu/senate/docs/S16-16.pdf> .

A student will be placed on Administrative Academic Probation if they:

- Fail to pass the Comprehensive Exam after two attempts,*
- Earn less than a B in ECON 201, 202, 205 or 235, or
- Earn less than a B in any undergraduate (100-level) course.**

A student cannot graduate while on Administrative Academic Probation. To be removed from Administrative Academic Probation a student must successfully pass all sections of the comprehensive exam, or retake the course for which they earned less than a B. (The requirement to retake a class is contingent upon it being offered again within one year.)***

The Department will notify the student, the Office of the Registrar, and the Associate Deans of the College of Graduate Studies in writing when the student has been placed on Administrative Academic Probation.

A student will face Administrative Academic Disqualification from their program if they:

- Fail to pass the Comprehensive Exam after three attempts,
- Earn less than a B on the second attempt at ECON 201, 202, 205 or 235, or
- Earn less than a B on retaking the undergraduate course.

While Administrative Academic Disqualification is a real possibility, University Academic Disqualification (Graduate students on University Academic Probation will face University Academic Disqualification when the term GPA is below 3.0) is more common. The Department of Economics thus advises students whose GPA is near or below 3.0 to immediately make an appointment with the Graduate Advisor or Department Chair, who can provide support and advice.

For more information about the Comprehensive Exam see:

https://www.sjsu.edu/economics/docs/comp-exam/CompExam_Info_AY2021-22.pdf

* *Students are assigned an RP if they do not pass all sections of the exam.*

** *Note: a B- is less than a B.*

****Students cannot self-register to repeat courses in which they earned a passing grade. The department chair or graduate program coordinator must email the Registrar's Office to allow a student to register to repeat the course. This is true for both undergraduate and graduate courses.*

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