

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S16-16, University Policy, Probation and Disqualification**

**Legislative History: Rescinds S10-6, S11-1, and S15-5**

At its meeting of May 9, 2016, the Academic Senate approved the following policy recommendation presented by Senator Kaufman for the Instruction and Student Affairs Committee. University Policy S10-6 has already been amended twice (S11-1 and S15-5) and now would require many further amendments to become consistent with policies such as F12-7 (Former Students Returning), Academic Disqualification and Reinstatement Review Committee (ADRRC) Guidelines on Probation and Disqualification in the Major, and changes in ADRRC implementation of reinstatement criteria, therefore this policy replaces University Policies S10-6, S11-1, and S15-5. University Policy S16-16 was approved and signed by Interim President Susan W. Martin on May 17, 2016.

S16-16 was amended by S19-2 on September 11, 2019. The Amendment A was approved by President Mary A. Papazian. This policy amended the membership of many Senate Committees.

S16-16 was amended by SM-F19-1 (Amendment B) in September 2019. SM-F19-1 modified the membership of the ADRRC.

S16-16 was temporarily amended by University Policy S20-7 (Amendment C) on April 2, 2020 due to COVID.

S16-16 was temporarily amended by Amendment D on December 8, 2020 due to COVID.

At its meeting of May 8, 2023, the Academic Senate approved Amendment E to University Policy S16-16. Amendment E was approved and signed by President Cynthia Teniente-Matson on June 20, 2023. Amendment E is incorporated below.

# **University Policy**

## **Academic Notice, Administrative Academic Probation, and Disqualification**

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## 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

Per Sections 41300 and 41300.1 Title 5 of the California Code of Regulations, undergraduate 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 be classified as being in good academic standing. In determining a student's eligibility to remain enrolled at SJSU, both quality of performance and progress toward the degree or other program objectives are weighed. Quality of performance is determined by the GPA in all letter-graded courses. Other factors, such as the total number of units taken, the number of courses repeated, or the GPA in the major may be considered in determining progress toward degree or other degree program objectives.

### A. University Academic Notice and Continued Academic Notice

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 students<sup>1</sup> 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 academic notice and disqualification. Programs should have their process approved by the ADRRC.

## **B. University Academic Disqualification**

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<sup>1</sup> 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.

Undergraduate students on academic notice or continued academic notice will be academically disqualified when the term GPA for a Fall or Spring semester is below 2.0. The disqualified status is shown on the transcript. First year students will not be disqualified before they have attempted 30 units at SJSU or have completed three semesters, whichever comes first; instead, students will be placed on continued academic notice until 30 attempted units are reached.

## **C. Reinstatement following Academic Disqualification**

Undergraduate students disqualified from the university can petition to be reinstated. Reinstatement is a process separate from readmission. Readmission requires reapplication to the university. Readmission is the process by which a student is returned to the university. Reinstatement is the process by which a student is returned to the original major or a different major. University Policy F12-7 provides a mechanism to give Former Students Returning (FSRs) priority for readmission as upper-division transfers. This is a separate petition process with its own deadlines distinct from those pertaining to university application deadlines and to reinstatement petition deadlines.

The reinstatement petition and FSR petition processes include department and college-level approvals. Reinstatement on academic notice requires, additionally, the signature of the Associate Dean of Undergraduate Education. For undergraduates, reinstatement into the university does not guarantee reinstatement into the previous major. Undergraduate students who do not obtain department or college-level approval for reinstatement into their previous majors may petition for reinstatement into new majors or into an undeclared status, if eligible. The ADRRC is charged with establishing and evaluating the guidelines for reinstatement.

There are four categories available for petitioning for reinstatement as an undergraduate student:

- 1. Raising the SJSU Cumulative GPA to 2.0 or Better.** Generally, the SJSU cumulative GPA is raised through SJSU Open University coursework, although retroactive (after the last day of classes) actions by students, such as completion of Incomplete (“I”) grades or course drops, can also raise the SJSU cumulative GPA.
- 2. Extenuating Circumstances.** Reinstatements in this category will be

granted only for serious and compelling circumstances that were clearly beyond a student's control and are clearly documented in the petition. The criteria for approval under this category are similar to those required for a retroactive course drop or retroactive semester withdrawal. Sometimes the approval of such retroactive petitions will raise the SJSU cumulative GPA to 2.0 or better (good academic standing), thus shifting to a Category 1 approval.

3. **Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, such students have spent substantial time (five years or more) away from SJSU since their disqualification and can demonstrate that their life experiences have prepared them for a successful return to school. Generally, students must be eligible for readmission on academic notice prior to approval under this category. Multiple reinstatements under this category are rarely granted.
4. **Petitioned Grade Change.** This category is reserved for changes in grade approved under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy S09-7. If a timely grade change results in an increase in the term GPA or in the SJSU cumulative GPA to 2.0 or better, the student may qualify, not only for reinstatement under this category, but also for the rescinding of the academic standing of academic notice or disqualification (meaning that the academic standing is removed from the transcript). The rationale for the rescinding of academic standing is that the instructor and not the student made the error that led to an incorrect posting of academic standing. Generally, the grade change must be made by the Drop Deadline of the following Fall or Spring semester. Further extension of this deadline will be considered only when there is documentation of the student's attempt(s) to contact the instructor and/or the department chair, and the late submission of the change of grade form is clearly beyond the student's control, as described in University Policy S09-7.

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**<sup>2</sup>. Most instances of administrative academic probation and disqualification result from academic notice and disqualification in the major.<sup>3</sup>

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<sup>2</sup> 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.

<sup>3</sup> 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 capstone courses, or they have major GPAs well below 2.0 even though their SJSU cumulative GPAs are above 2.0. It is better for students to discover early in their degree work that either they need to demonstrate improvement in courses leading to the major or they should find another major more suited to their talents and interests. All policies developed to be consistent with this policy will still require advising and student support structures (tutoring, counseling, etc.) to function as intended. Academic notice and disqualification in the major, at its best, can provide a mechanism to

Despite maintaining a SJSU cumulative GPA of 2.0 or better, an undergraduate student's academic performance in the major may fall below the minimum standards for that major. In these cases, while the student remains in overall good standing with the university, they are subject to administrative-academic notice in and disqualification from the major. Each college, school, department, and program (hereafter referred to as "program") may employ program-specific criteria for determining a policy of academic notice in, disqualification from, and reinstatement into the major. These criteria must be reviewed and approved by the ADRRC.

Program-Level Criteria. Undergraduate 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 majors. 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.

## **E. Academic Notice in the Major and Disqualification from the Major.**

### **1. Academic Notice in the Major**

Undergraduate students may be placed on academic notice in the major when their major GPA falls below 2.0. The major GPA is generally defined by the section of the catalog labeled Requirements of the Major, but for the purposes of this policy major GPA may be specified to include courses in Preparation for the Major. SJSU and non-SJSU courses should be considered if applicable.

Departments and schools must notify students in writing of (new) academic notice in the major or disqualification from the major status

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compel struggling students to recognize areas for improvement, successfully negotiate hurdles, and get back on track. Alternatively, such policies can help students realize early in their academic careers that they should be exploring other majors and possible careers prior to spending a great deal of time and money pursuing a major that is a poor fit. In summary, well-designed and well-implemented policies for academic notice and disqualification in the major will be beneficial as an early warning system for students and enhance retention and graduation efforts more generally.

no later than two weeks following the posting of university academic standing. They must also be provided with the conditions for release from administrative academic probation and the circumstances that would lead to administrative academic disqualification should the student not return to good standing. There should be a mechanism to permit return to good standing from academic notice. Undergraduate students must be advised to meet with an advisor in the major to design a study plan to raise their major GPA to 2.0 in the next semester of enrollment.

## **2. Disqualification from the Major**

If undergraduate students on academic notice in the major fail to achieve a minimum term GPA of 2.0 in the major during a subsequent Fall or Spring semester, they may be disqualified from the major. Departments and/or colleges must notify the Registrar's Office.

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 appropriate advisors for consultation.

## **3. Guidelines and Criteria for Programmatic Academic Notice and Disqualification**

Maximum Course Grade or GPA Requirements. Programs may not require individual course grades to be higher than "C" for undergraduates. At the most, a department may require that each and every 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 2.0 for undergraduates. Related to these general guidelines are the following stipulations:

- a. Admission requirements and degree requirements are different. Admission to an impacted degree program may include supplemental criteria such as a GPA greater

than the 2.0 threshold. However, once a student is admitted to a major, the degree requirements must be limited to “C or better” for undergraduates (Title 5).

- 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 of a course (per University Policy S09-7).
- b. If grade forgiveness is allowed (undergraduates only), then the repeat grade must be considered without prejudice (as implicit

in University Policy F08-2).

- c. If grade forgiveness is not possible when a course is attempted multiple times, the university will use grade averaging in computing the all applicable SJSU GPA (per University Policy F08-2). A 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 or to satisfy any requirements prior to completion of the major.
- d. If the course in question is offered by another department, the program may choose to consider only the first two attempts in determining academic notice or disqualification status. Clearly, the major department cannot restrict the number of times a student enrolls in a course offered by another department, but it is permitted, for instance, to ignore the grade from a third attempt to pass a class with a C or better.

**Exceptions.** Exceptions to the rule that administrative academic disqualification must be preceded by an academic notice period may be made in the following cases:

- a. 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, course syllabus, 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 academic notice 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.
- b. There may even be time limits or unit limits established to

satisfy certain conditions, which, if not met, may lead to disqualification from the major degree program without an intervening term on academic notice. Cohort programs must provide in their policies a reasonable accommodation for students who must stop out for legitimate reasons.

Programs may consider university academic notice or disqualification as a factor in determining academic notice in or disqualification from the major.

#### **4. 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 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-baccalaureate, 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 status is shown on the transcript and is treated like academic notice in terms of academic standing.

**Distinction between SJSU Cumulative GPA (as shown on the transcript) and Degree Program GPA (as shown on the candidacy form).** All upper-division (100 level) and graduate-level (200 level) courses, including SJSU Open University courses taken while in a GRAD career, will be used in the calculation of SJSU cumulative GPA. Courses from other institutions, and courses from the SJSU undergraduate career will not be counted in the graduate SJSU cumulative GPA. In addition, the degree program GPA among all of the courses that appear on the candidacy form taken in a GRAD career must also be a minimum of 3.0 for degree conferral. SJSU courses taken at the lower-division level (numbered below 100) will be shown on the student transcript but cannot be used to satisfy graduate degree requirements and will not be included in the SJSU cumulative GPA and degree program GPA calculations.

The Registrar's Office will notify students who are placed on academic notice when term grades are posted. The students will also be advised of conditions required for return to good standing, the consequences of not maintaining a term GPA of 3.0, and the necessity of conferring with their graduate advisor.

Graduate and credential candidates 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 a 3.0. 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 withdrawal.

**Completion of all Degree or Credential Requirements While on Academic Notice.** Enrollment in at least one letter-graded course is required of graduate students in each Fall and Spring term that they are on academic notice.

If a graduate student does not complete the graduate degree program with the minimum 3.0 GPA in the candidacy coursework, the student's program may terminate the candidacy or permit completing additional courses in an attempt to raise the degree program GPA in the program to the 3.0 threshold. When the student's program department recommends the 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 as completion of Incomplete ("I") grades or course drops, can also raise the SJSU cumulative GPA.
2. **Extenuating Circumstances.** Reinstatements in this category will be granted only for serious and compelling circumstances that were clearly beyond a student's control and are clearly documented in the petition. The criteria for approval under this category are similar to those required for a retroactive (course) drop or retroactive (semester) withdrawal. Sometimes the approval of such retroactive petitions will raise the SJSU cumulative GPA to 3.0 or better (good academic standing), thus shifting to a Category 1 approval.
3. **Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Such students will typically have spent substantial time (five years or more) away from SJSU since their disqualification and can demonstrate that their life experiences have prepared them for a successful return to school.

Because this category of reinstatement exists to give students a fresh start on their degree pursuit, past grades that led to the previous disqualification should not hinder a student's progress through the newly begun degree program. Circumstances could exist in which the original scholastic performance was so poor that, even with excellent progress through the new degree program, the GPA could not be returned to a 3.0 level. This can be effected by means of a Disregard of All Previous Graduate Coursework for Reinstatement Petition. The corollary to this benefit is that none of the disregarded coursework may be used in the new degree program. By the same token, no other courses from any source may be transferred into the new degree program.

4. **Petitioned Grade Change.** This category is reserved for changes in grade approved under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy S09-7. If a timely grade change results in an increase in the term GPA or in the SJSU cumulative GPA to 3.0 or better, the student may qualify not only for reinstatement under this category, but also for the rescinding of the academic standing of academic notice or disqualification (meaning that the academic standing is removed from the transcript). The rationale for the rescinding of academic standing is that the instructor and not the student made the error that led to an incorrect posting of academic standing. Generally, grade change must be made by the Drop Deadline of the following Fall or Spring semester. Further extension of this deadline will be considered only when there is documentation of the student's attempt(s) to contact the instructor and/or the department chair, and the late submission of the change of grade form is clearly beyond the student's control, as described in University Policy S09-7.
5. **Program of Study.** A graduate student must confer with their graduate advisor to develop a schedule of classes appropriate to the student's major. The courses must consist of a minimum of 6 units taken in a single term. They must be letter graded, upper division (100-level), and taken through SJSU Open University or SJSU's Extended Studies summer term. The 100-level courses may or may not be part of the graduation requirements for the student's degree program. The advisor may require more than 6 units of coursework but no more than 9 units. (International students must also work with

an advisor from International Student and Scholar Services before their program of study is approved to ensure that their plan satisfies F-1 visa requirements.)

Graduate (200-level) courses are not permitted in the program of study, and disqualified students cannot enroll in 200-level courses. *Courses taken prior to approval of the program of study via submission of the Graduate Petition for Reinstatement will not be accepted.* Also precluded from the program of study are courses taken at another university, 300-level, 400-level, or 500-level courses, and lower- division courses. If the student plans to pursue a different degree program upon readmission to the university, the program of study must be applicable to the new major, be developed in conjunction with the graduate program coordinator in the new major, and demonstrate the student's capacity to complete the new graduate degree requirements. If a course on an approved program of study becomes unavailable, another reinstatement petition must be submitted and approved immediately after enrollment in a substitute course. Once the program of study has been completed successfully with a minimum GPA of 3.3 ("B+") with no course grades lower than a "B," the student will be reinstated and, after reapplication to the university, readmitted to the university and the degree program. Should the student fail to 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 and disqualification, administrative academic probation must precede administrative academic disqualification in all but the most exceptional circumstances (see below). In most cases, a direct reassignment from good standing to disqualification is prohibited. In other words, at least one semester of academic probation that is initiated by the 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 status will be noted on the transcript.

## **1. Administrative Academic Probation**

Departments and schools must notify students in writing of (new) probation no later than two weeks following the posting of university academic standing. Students must also be provided with the conditions for release from administrative academic notice and the circumstances that would lead to administrative academic disqualification should academic notice not be cleared. There should be a mechanism to permit return to good standing from academic probation. Graduate students must be advised to meet with an advisor or program coordinator in their program to design a plan to return to good standing. When administrative-academic probation occurs, students will be notified of the reasons in writing by the program with copies delivered to the Associate Dean of Graduate Studies and the Registrar.

## **2. Administrative Academic Disqualification**

When administrative academic disqualification occurs, students will be notified of the reasons in writing by the program with copies 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<sup>4</sup>**

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<sup>4</sup> Examples. Among the standards that a program might make mandatory is the achievement of grades of "B" in every class or in particular classes with a stipulated number of repetitions permitted. Similarly, an acceptable standard would be to require a "CR" in field, student teaching, or internship courses with a stipulated number of "NC" grades allowed for repetition. In addition, graduate students are expected to make reasonable progress through their degree program. One cannot, for example, have been admitted to one program but take no courses in it while taking courses in a second program. Usually, graduate students must successfully form a master's or doctoral committee. While the program should make every attempt to aid a student in forming a committee, the inability to do so would be grounds for dismissal from the program.

Repeated failure to complete a project or thesis research proposal would

**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.

**Restrictions on Course or Unit Load Per Semester.** Programs may restrict a student to two attempts of any course offered by the program. The university rules for repeating courses should be followed unless the program chooses to be more lenient than the university. Such criteria 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 in a timely manner. Alternatively, setting a maximum number of units may make sense for students on academic notice.

- a. Approved course or semester withdrawals (“W” grades on the unofficial transcript) are considered to be without prejudice and should not be counted as an attempt at a course if the major program restricts the number of attempts for a course (per University Policy S09-7).

- b. For graduate students, the university will use grade averaging in computing the SJSU cumulative GPA (per University Policy F08-2).
- c. If the course in question is offered by another department, the program may consider only the first two attempts in determining academic notice or disqualification status. The program cannot restrict the number of times a student enrolls in a course offered by another department, but it is permitted to ignore the grade from a third attempt to pass a class with a “B or better.”

**Exceptions.** Exceptions to the rule that administrative academic disqualification must be preceded by an academic notice period may be made in the following cases:

- a. In clinical courses, laboratory courses, student teaching assignments, or other types of programmatic requirements, there may be such serious concerns about the safety or well-being of the student, other students, clients, patients, and so forth, that repetition of the courses 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. However, the “no repeat” option would not have to be in place to disqualify a student from a course. 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 academic notice 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. Unless clearly falling into the category described here, courses by which immediate disqualification can be imposed must be approved in advance by the ADRRC.
- b. A program can disqualify a student without a probationary period for behavior that fails to comply with professional standards of conduct appropriate to the field of study. This conduct could occur in or out of class. It must be highly

egregious for the disqualification action to be taken. Generally, a department will base its decision on a student's failure to comply with a written set of professional standards in the field of study. The disqualification is appealable through ADRRC.

- c. Conditional acceptance to a program is, in effect, acceptance under academic notice. Typically, a specified set of courses or requirements must be passed prior to being classified in the program. There may be time limits or unit limits established to satisfy the conditions, which, if not met, may lead to disqualification without an intervening term on explicit academic notice. Cohort programs must provide in their policies a reasonable accommodation for students who must stop out for legitimate reasons.
- d. Teaching credential students do not receive a degree from SJSU and are subject to the regulations of the state legislature and licensing agency. Credential courses that exceed the seven-year limit cannot be revalidated. As with graduate master's degree programs in the CSU, the SJSU cumulative GPA and degree program GPA on the candidacy form must be at 3.0 or above for completion. In the case of credentials, a recommendation from the university to the state credentialing agency would be withheld without the requisite GPA. Students who fail to achieve this level of 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 appropriate ADRRC appeals officer, the Associate Dean of Undergraduate Education or an Associate Dean in the College of Graduate Studies. In either case, the appeal should be based on (a) advising or administrative errors, (b) actions by the department or school that were contrary to university policy, or (c) extenuating circumstances.

A critical first step in the appeal process is consultation by a student with an advisor representing the major in which reinstatement is sought. A report of the consultation and the advisor's recommendation should be forwarded to the ADRRC.

In cases of extenuating circumstances, a student must present evidence of such circumstances beyond their control that disrupted previously satisfactory academic performance, and documentation that such conditions will no longer affect academic performance.

Establishing and evaluating the procedure for the appeal process is the charge of the ADRRC. The following operating rules have been put into effect for appeals of academic notice and disqualification, and administrative academic probation and disqualification.

- A. **Student Appeal Filing.** Students must submit a written appeal to the appropriate appeals officer of the ADRRC, the Associate Dean of Undergraduate Education or of Graduate Studies, within one calendar month after the start of the succeeding Fall or Spring semester. The student name, ID, contact information (email and phone), unofficial transcript, and a personal statement must be included.
- B. **Validity of Appeal.** The appeals officer is afforded the authority to determine whether adequate grounds exist for a formal hearing. The appeals officer will conduct a review to determine whether the student has been treated according to the approved departmental/school policy (that is,

whether policy has been faithfully executed by the department or school), whether the student was adequately and reasonably informed of the policy, whether an adequate and persuasive written record of actionable student conduct was constructed, and whether the student's conduct and/or course grade makes them subject to the consequences of the policy. If the case cannot be settled by consultation with department/school advisors or program coordinators and if the complaint is based on violation of an approved departmental policy that the ADRRC deems to be confusing, unclear, or unfair, then the ADRRC will form a subcommittee and schedule a hearing, normally within 45 working days of receiving the student appeal.

- C. **Subcommittee Structure.** The subcommittee will be chaired by the Associate Dean of Undergraduate Education or Graduate Studies, based on the student career, and they will also be a voting member. The subcommittee will further consist of one college Associate Dean as a second voting member, chosen on a rotating basis. The Associate Dean of the college in which the student's program resides will also serve, but as a nonvoting member. The third voting member, again on a rotating basis, will be an ADRRC member who is not an Associate Dean.
- D. **Hearing Rules.** Documentation can be submitted by either party but must be disclosed to the other party. Testifying individuals may include the student complainant, the department chair/school director or a designee, and other individuals requested by either party if deemed relevant by the subcommittee chair. Nontestifying individuals present for emotional support or legal representation may not speak unless directly addressed.
- 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.