

1 SAN JOSÉ STATE UNIVERSITY  
2 Instruction and Student Affairs Committee  
3 May 8, 2023  
4 Final Reading

AS 1853

5 **POLICY RECOMMENDATION**  
6 **Amendment E to S16-16, University Policy, Academic Notice, Administrative**  
7 **Academic Probation, and Disqualification**

8 **Legislative History:**

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

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

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

17 Whereas, The timing for updating a student’s academic standing is impactful and  
18 should be structured so that students are given the maximum opportunity to  
19 return to good standing and have access to supportive services; therefore,  
20 be it

21 Resolved, That S16-16 be updated, as noted below, to use inclusive language that  
22 supports student success; and be it further

23 Resolved, that "administrative academic probation" should remain in the policy, as it  
24 reflects the need to make distinct its status from academic notice (formerly  
25 “academic probation”); and be it further

26 Resolved, That the policy separate language specific to undergraduate and graduate  
27 programs; and be it further

28 Resolved, That the timing and notification of a change in academic standing give  
29 students the best chance of success.

30 Approved: May 3, 2023

31 Vote: 13-0-0 (via email)

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

35 Absent: Jaiswal, Khan  
36 Financial Impact: None  
37 Workload Impact: Departments and campus offices will be required to update policies to  
38 be consistent with the policy changes. The Registrar's Office will need  
39 to make changes to PeopleSoft to comply with policy updates.  
40

41 **University Policy**  
42 **Academic Notice, Administrative Academic Probation, and**  
43 **Disqualification**

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64 **I. Glossary of Terms**

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

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

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

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

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

85 **ADRRC:** Academic Disqualification and Reinstatement Review Committee,  
86 Academic Senate committee that serves as a review and appeals committee for  
87 various policies and student petitions

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

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

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

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

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

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

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

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

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

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

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

116   **II. Undergraduate Students**

117                   Per Sections 41300 and 41300.1 Title 5 of the California Code of Regulations,  
118                   undergraduate students studying for a baccalaureate degree are expected to  
119                   maintain a grade point average (GPA) of 2.0 or better in their academic work at  
120                   SJSU in order to be classified as being in good academic standing. In determining  
121                   a student's eligibility to remain enrolled at SJSU, both quality of performance and  
122                   progress toward the degree or other program objectives are weighed. Quality of  
123                   performance is determined by the GPA in all letter-graded courses. Other factors,  
124                   such as the total number of units taken, the number of courses repeated, or the  
125                   GPA in the major may be considered in determining progress toward degree or  
126                   other degree program objectives.

127   **A. University Academic Notice and Continued Academic Notice**

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

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

136 First year students<sup>1</sup> who have not returned to good standing will remain on  
137 academic notice and are not subject to disqualification until they have  
138 attempted 30 units at SJSU or have completed three semesters, whichever  
139 comes first.

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

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

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

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

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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.

161 academic notice and disqualification. Programs should have their process  
162 approved by the ADRRC.

163 **B. University Academic Disqualification**

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

171 **C. Reinstatement following Academic Disqualification**

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

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

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

- 193 **1. Raising the SJSU Cumulative GPA to 2.0 or Better.** Generally, the  
194 SJSU cumulative GPA is raised through SJSU Open University  
195 coursework, although retroactive (after the last day of classes) actions

196 by students, such as completion of Incomplete (“I”) grades or course  
197 drops, can also raise the SJSU cumulative GPA.

198 **2. Extenuating Circumstances.** Reinstatements in this category will be  
199 granted only for serious and compelling circumstances that were  
200 clearly beyond a student’s control and are clearly documented in the  
201 petition. The criteria for approval under this category are similar to  
202 those required for a retroactive course drop or retroactive semester  
203 withdrawal. Sometimes the approval of such retroactive petitions will  
204 raise the SJSU cumulative GPA to 2.0 or better (good academic  
205 standing), thus shifting to a Category 1 approval.

206 **3. Special Consideration.** This category is reserved for students whose  
207 petitions cannot be accommodated within the other categories.  
208 Typically, such students have spent substantial time (five years or  
209 more) away from SJSU since their disqualification and can  
210 demonstrate that their life experiences have prepared them for a  
211 successful return to school. Generally, students must be eligible for  
212 readmission on academic notice prior to approval under this category.  
213 Multiple reinstatements under this category are rarely granted.

214 **4. Petitioned Grade Change.** This category is reserved for changes in  
215 grade approved under Section III (Grade Appeal) and Section IV  
216 (Change of Grade) of University Policy S09-7. If a timely grade  
217 change results in an increase in the term GPA or in the SJSU  
218 cumulative GPA to 2.0 or better, the student may qualify, not only for  
219 reinstatement under this category, but also for the rescinding of the  
220 academic standing of academic notice or disqualification (meaning  
221 that the academic standing is removed from the transcript). The  
222 rationale for the rescinding of academic standing is that the instructor  
223 and not the student made the error that led to an incorrect posting of  
224 academic standing. Generally, the grade change must be made by  
225 the Drop Deadline of the following Fall or Spring semester. Further  
226 extension of this deadline will be considered only when there is  
227 documentation of the student’s attempt(s) to contact the instructor  
228 and/or the department chair, and the late submission of the change of  
229 grade form is clearly beyond the student’s control, as described in  
230 University Policy S09-7.

231 Reinstatement of undergraduates following a second disqualification must  
232 generally be done under Category 1.



233 **D. Administrative Academic Probation and Disqualification**

234 Per Sections 41300.1 Title 5, “An undergraduate... student may also be  
235 placed on academic probation or may be disqualified by appropriate campus  
236 authorities for unsatisfactory scholastic progress regardless of cumulative  
237 grade point average or progress points. Such actions shall be limited to  
238 those arising from repeated withdrawal, failure to progress toward an  
239 educational objective and noncompliance with an academic requirement...”  
240 Further, a student may be placed on administrative academic probation if  
241 there are noted behavioral or safety concerns.

242 Limitations. As with academic notice and disqualification, administrative  
243 academic notice must precede administrative academic disqualification in all  
244 but the most exceptional circumstances (see below). In most cases, a direct  
245 reassignment from good standing in the major to disqualification from the  
246 major is prohibited. In other words, at least one semester of academic notice  
247 in the major is required prior to disqualification from the major. The  
248 underlying philosophical premise is that students should be placed on notice  
249 prior to disqualification.

250 Transcript Notation. Both administrative academic notice and administrative  
251 academic disqualification status will be shown on the transcript.

252 **Academic Progress in the Major**<sup>2</sup>. Most instances of administrative  
253 academic probation and disqualification result from academic notice and  
254 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 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

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

264 Program-Level Criteria. Undergraduate programs must ensure that program-  
265 level criteria and the consequences of being placed on Administrative  
266 Academic Probation and disqualification are clearly communicated to all  
267 students within the concerned majors. At a minimum, criteria in addition to or  
268 differing from university regulations must be posted on departmental and/or  
269 program websites and any other program documents, such as student  
270 handbooks.

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

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

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

279 Departments and schools must notify students in writing of (new)  
280 academic notice in the major or disqualification from the major status  
281 no later than two weeks following the posting of university academic  
282 standing. They must also be provided with the conditions for release  
283 from administrative academic probation and the circumstances that  
284 would lead to administrative academic disqualification should the  
285 student not return to good standing. There should be a mechanism to  
286 permit return to good standing from academic notice. Undergraduate

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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.

287 students must be advised to meet with an advisor in the major to  
288 design a study plan to raise their major GPA to 2.0 in the next  
289 semester of enrollment.

290 **2. Disqualification from the Major**

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

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

300 **3. Guidelines and Criteria for Programmatic Academic Notice and**  
301 **Disqualification**

302 Maximum Course Grade or GPA Requirements. Programs may not  
303 require individual course grades to be higher than "C" for  
304 undergraduates. At the most, a department may require that each and  
305 every course required for the degree program be passed at this  
306 standard. The corollary is that the maximum GPA that can be  
307 required for any set of courses cannot be higher than 2.0 for  
308 undergraduates. Related to these general guidelines are the following  
309 stipulations:

- 310 a. Admission requirements and degree requirements are  
311 different. Admission to an impacted degree program may  
312 include supplemental criteria such as a GPA greater than the  
313 2.0 threshold. However, once a student is admitted to a major,  
314 the degree requirements must be limited to "C or better" for  
315 undergraduates (Title 5).
- 316 b. Following a disqualification from the major, reinstatement to  
317 the major may include course grades or GPA requirements  
318 higher than the standard thresholds. In effect, students seeking  
319 such reinstatements are being admitted to the major again and  
320 may be held to higher standards than are required to complete  
321 a degree. This is especially appropriate for impacted majors

322 that already apply supplemental criteria for admission of new  
323 students to the major.

324 **Restrictions on Course or Unit Load Per Semester.** Programs may  
325 restrict a student to two attempts of any course offered by the  
326 program. The basic guideline is that the university rules for repeating  
327 courses should be followed unless the program chooses to be more  
328 lenient than the university. These parameters may be set as a  
329 minimum or maximum. For example, cohort programs may require  
330 that a minimum number of courses/units be taken each semester in  
331 order to best utilize resources or to ensure that the program is  
332 completed while student knowledge is still current. Alternatively,  
333 setting a maximum number of units may make sense for students on  
334 academic notice in the major. Special situations include the following:

- 335 a. Approved course drops or semester withdrawals (W grades)  
336 are considered to be without prejudice and should not be  
337 counted as an attempt at a course if the program restricts the  
338 number of attempts of a course (per University Policy S09-7).
- 339 b. If grade forgiveness is allowed (undergraduates only), then the  
340 repeat grade must be considered without prejudice (as implicit  
341 in University Policy F08-2).
- 342 c. If grade forgiveness is not possible when a course is attempted  
343 multiple times, the university will use grade averaging in  
344 computing the all applicable SJSU GPA (per University Policy  
345 F08-2). A program may also do this or may consider the final  
346 attempt at the course or the highest grade in the course for the  
347 purposes of the major GPA or to satisfy any requirements prior  
348 to completion of the major.
- 349 d. If the course in question is offered by another department, the  
350 program may choose to consider only the first two attempts in  
351 determining academic notice or disqualification status. Clearly,  
352 the major department cannot restrict the number of times a  
353 student enrolls in a course offered by another department, but  
354 it is permitted, for instance, to ignore the grade from a third  
355 attempt to pass a class with a C or better.

356 **Exceptions.** Exceptions to the rule that administrative academic

357 disqualification must be preceded by an academic notice period may  
358 be made in the following cases:

359 a. In clinical courses, laboratory courses, or other types of  
360 programmatic requirements, there may be such serious  
361 concerns about the safety or well-being of the student or other  
362 students, clients, patients, etc., that repetition of the course is  
363 not reasonable. For such courses or programmatic  
364 experiences, departments may establish “no repeat” policies,  
365 i.e., a course may not be repeated if not passed on the first  
366 attempt. The course catalog description, course syllabus, and  
367 programmatic information must all clearly provide this  
368 information. In clinical or lab settings in which safety or well-  
369 being are severely compromised, an instructor may disenroll a  
370 student from the course, which may lead to disqualification  
371 from the major. In general, the immediate move from good  
372 standing to disqualification (without a term of academic notice  
373 in between) should be associated with the inability to satisfy a  
374 specific course requirement on the first and only allowable  
375 attempt, not with a less specific programmatic requirement.

376 b. There may even be time limits or unit limits established to  
377 satisfy certain conditions, which, if not met, may lead to  
378 disqualification from the major degree program without an  
379 intervening term on academic notice. Cohort programs must  
380 provide in their policies a reasonable accommodation for  
381 students who must stop out for legitimate reasons.

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

#### 385 **4. Reinstatement to the Major**

386 Programs employing a policy for disqualification from the major may  
387 have a procedure or set of conditions for reinstatement of those  
388 students into the major. Conditions for reinstatement should be clearly  
389 communicated to students at the time they are disqualified. If it is not  
390 possible to be reinstated after a programmatic disqualification, which  
391 is a programmatic option, then that too must be communicated.  
392 Conditions for reinstatement from administrative academic

393 disqualification, if it is to be allowed, should be stringent enough that  
394 students return to the major in good standing as opposed to being  
395 reinstated on academic notice.

396 A critical step in achieving reinstatement to the major following  
397 disqualification from the major is consultation by students with their  
398 advisors to design a study plan that addresses scholastic deficiencies  
399 and demonstrates that they are ready to resume rigorous academic  
400 work.

## 401 **5. Petitions**

402 In cases of error or extenuating circumstances, upon receiving notice  
403 of administrative academic notice or disqualification, students may  
404 petition to an appropriate faculty committee at the program level or to  
405 the department chair/school director to appeal such action. In the  
406 case of a negative decision in response to the petition, students may  
407 appeal to the ADRRC, the process for which is described in Section  
408 III below. After review of the petition, the ADRRC will make a  
409 recommendation to the Associate Dean of Undergraduate Education  
410 to confirm or rescind the action.

## 411 **III. Graduate, Post-baccalaureate, and Credential Students**

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

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

417 Graduate students and credential candidates on academic notice will remain  
418 on continued academic notice when the following term GPA is 3.0 or better,  
419 while the SJSU cumulative GPA remains below 3.0. The continued  
420 academic notice status is shown on the transcript and is treated like  
421 academic notice in terms of academic standing.

422 **Distinction between SJSU Cumulative GPA (as shown on the**  
423 **transcript) and Degree Program GPA (as shown on the candidacy**  
424 **form).** All upper-division (100 level) and graduate-level (200 level) courses,  
425 including SJSU Open University courses taken while in a GRAD career, will  
426 be used in the calculation of SJSU cumulative GPA. Courses from other

427 institutions, courses taken via SJSU Open University in any career other  
428 than GRAD, such as PBXT, and courses from the SJSU undergraduate  
429 career will not be counted in the graduate SJSU cumulative GPA. In  
430 addition, the degree program GPA among all of the courses that appear on  
431 the candidacy form taken in a GRAD career (not including courses taken in  
432 SJSU Open University or in PBXT standing) must also be a minimum of 3.0  
433 for degree conferral. SJSU courses taken at the lower-division level  
434 (numbered below 100) will be shown on the student transcript but cannot be  
435 used to satisfy graduate degree requirements and will not be included in the  
436 SJSU cumulative GPA and degree program GPA calculations.

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

442 Graduate and credential candidates will remain on academic notice or  
443 continued academic notice until they return to good standing or are  
444 disqualified. They are removed from academic notice and returned to good  
445 standing when the SJSU cumulative GPA is at or above a 3.0. Academic  
446 Standing will be updated when a change affecting the SJSU cumulative GPA  
447 is made to the academic record, such as the addition of new grades  
448 (following a Fall, Spring, or Summer term) or approval of a petition for a  
449 grade change or retroactive withdrawal.

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

454 If a graduate student does not complete the graduate degree program with  
455 the minimum 3.0 GPA in the candidacy coursework, the student's program  
456 may terminate the candidacy or permit completing additional courses in an  
457 attempt to raise the degree program GPA in the program to the 3.0  
458 threshold. When the student's program department recommends the latter,  
459 30% of the total units in the major may be added to the candidacy form, but  
460 this total is for the entire duration of the graduate career. The additional  
461 courses can be ones already taken or courses to substitute for elective  
462 courses on the candidacy form. Note that the original grade, even with a  
463 substitution, cannot be eliminated but instead grade averaging is used in

464 GPA calculations. Any course with a grade less than a “B” may be repeated  
465 at the graduate level, but no more than 9 units in the graduate career, no  
466 matter the number of units required in the degree program, can be repeated  
467 per University Policy F08-2.

468 Failure to raise the degree program GPA and SJSU cumulative GPA to 3.0  
469 after completing these additional courses(s) will result in a termination of the  
470 student’s candidacy and an inability to earn the graduate degree.

471 Credential candidates who fail to achieve a 3.0 program GPA upon  
472 completion of the credential program will be precluded by the department  
473 from attempting additional coursework and therefore not be recommended  
474 for an award of a credential by the State of California.

475 **B. University Academic Disqualification**

476 Graduate students on academic notice or continued academic notice will be  
477 academically disqualified when the term GPA for a Fall or Spring term is  
478 below 3.0. The disqualified status is shown on the transcript.

479 **C. Reinstatement following Academic Disqualification**

480 Graduate students disqualified from the university for the first time can  
481 petition to be reinstated, unless otherwise disallowed by an accrediting body  
482 or other governing agency. Reinstatement is a process separate from  
483 readmission. Students must file an application for readmission to register for  
484 classes following reinstatement. Application for readmission can be done  
485 during the semester in which the program of study is underway or in which  
486 the reinstatement petition is being considered.

487 A graduate student may petition for reinstatement on the basis of any of the  
488 following five categories:

489 1. **Raising the SJSU Cumulative GPA to 3.0 or Better.** The SJSU  
490 cumulative GPA can be raised through SJSU Open University  
491 coursework as part of a Program of Study (see below), although  
492 retroactive (after the last day of classes) actions by students, such as  
493 completion of Incomplete (“I”) grades or course drops, can also raise  
494 the SJSU cumulative GPA.

495 2. **Extenuating Circumstances.** Reinstatements in this category will be  
496 granted only for serious and compelling circumstances that were



497 clearly beyond a student's control and are clearly documented in the  
498 petition. The criteria for approval under this category are similar to  
499 those required for a retroactive (course) drop or retroactive  
500 (semester) withdrawal. Sometimes the approval of such retroactive  
501 petitions will raise the SJSU cumulative GPA to 3.0 or better (good  
502 academic standing), thus shifting to a Category 1 approval.

503 3. **Special Consideration.** This category is reserved for students whose  
504 petitions cannot be accommodated within the other categories. Such  
505 students will typically have spent substantial time (five years or more)  
506 away from SJSU since their disqualification and can demonstrate that  
507 their life experiences have prepared them for a successful return to  
508 school.

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

521 4. **Petitioned Grade Change.** This category is reserved for changes in  
522 grade approved under Section III (Grade Appeal) and Section IV  
523 (Change of Grade) of University Policy S09-7. If a timely grade  
524 change results in an increase in the term GPA or in the SJSU  
525 cumulative GPA to 3.0 or better, the student may qualify not only for  
526 reinstatement under this category, but also for the rescinding of the  
527 academic standing of academic notice or disqualification (meaning  
528 that the academic standing is removed from the transcript). The  
529 rationale for the rescinding of academic standing is that the instructor  
530 and not the student made the error that led to an incorrect posting of  
531 academic standing. Generally, grade change must be made by the  
532 Drop Deadline of the following Fall or Spring semester. Further  
533 extension of this deadline will be considered only when there is  
534 documentation of the student's attempt(s) to contact the instructor

535 and/or the department chair, and the late submission of the change of  
536 grade form is clearly beyond the student's control, as described in  
537 University Policy S09-7.

538 5. **Program of Study.** A graduate student must confer with their  
539 graduate advisor to develop a schedule of classes appropriate to the  
540 student's major. The courses must consist of a minimum of 6 units  
541 taken in a single term. They must be letter graded, upper division  
542 (100-level), and taken through SJSU Open University or SJSU's  
543 Extended Studies summer term. The 100-level courses may or may  
544 not be part of the graduation requirements for the student's degree  
545 program. The advisor may require more than 6 units of coursework  
546 but no more than 9 units. (International students must also work with  
547 an advisor from International Student and Scholar Services before  
548 their program of study is approved to ensure that their plan satisfies  
549 F-1 visa requirements.)

550 Graduate (200-level) courses are not permitted in the program of  
551 study, and disqualified students cannot enroll in 200-level courses.  
552 *Courses taken prior to approval of the program of study via*  
553 *submission of the Graduate Petition for Reinstatement will not be*  
554 *accepted.* Also precluded from the program of study are courses  
555 taken at another university, 300-level, 400-level, or 500-level courses,  
556 and lower- division courses. If the student plans to pursue a different  
557 degree program upon readmission to the university, the program of  
558 study must be applicable to the new major, be developed in  
559 conjunction with the graduate program coordinator in the new major,  
560 and demonstrate the student's capacity to complete the new graduate  
561 degree requirements. If a course on an approved program of study  
562 becomes unavailable, another reinstatement petition must be  
563 submitted and approved immediately after enrollment in a substitute  
564 course. Once the program of study has been completed successfully  
565 with a minimum GPA of 3.3 ("B+") with no course grades lower than a  
566 "B," the student will be reinstated and, after reapplication to the  
567 university, readmitted to the university and the degree program.  
568 Should the student fail to achieve the minimum GPA of 3.3 in the  
569 program of study, additional programs of study are permissible with  
570 entirely new classes and consent of the graduate program coordinator  
571 of the major they intend to matriculate into.

572 Reinstatement is not allowed after a second disqualification. Unless

573 extenuating circumstances can be cited that result in rescinding the  
574 second disqualification, a Graduate Petition for Reinstatement will not  
575 be accepted from students who have been disqualified more than  
576 once.

577 Graduate students reinstated following university disqualification  
578 normally return on academic notice. Subsequently, they must achieve  
579 a term GPA of 3.0 or better each fall, spring or summer term following  
580 readmission until their SJSU cumulative GPA is 3.0 or higher. Failure  
581 to attain a minimum term GPA of 3.0 will result in a second and final  
582 disqualification.

583 **D. Administrative Academic Probation and Disqualification**

584 Per Sections 41300.1 Title 5, "... [A] graduate student may also be placed  
585 on probation or may be disqualified by appropriate campus authorities for  
586 unsatisfactory scholastic progress regardless of cumulative grade point  
587 average or progress points. Such actions shall be limited to those arising  
588 from repeated withdrawal, failure to progress toward an educational  
589 objective and noncompliance with an academic requirement..."

590 Despite maintaining a SJSU cumulative GPA of 3.0 or better, a graduate  
591 student's academic performance in the major may fall below the minimum  
592 standards established in that major. In these cases, while students remain in  
593 overall good standing with the university, they are subject to academic  
594 probation in and disqualification from the graduate major. As with  
595 undergraduate programs, each college, school, department, and program  
596 (hereafter referred to as "program") may employ a policy of academic  
597 probation in, disqualification from, and reinstatement into the graduate  
598 major. The criteria must be reviewed and approved by the ADRRC.

599 As with academic notice and disqualification, administrative academic  
600 probation must precede administrative academic disqualification in all but  
601 the most exceptional circumstances (see below). In most cases, a direct  
602 reassignment from good standing to disqualification is prohibited. In other  
603 words, at least one semester of academic probation that is initiated by the  
604 department and approved by the College of Graduate Studies is required  
605 prior to disqualification from the university. The underlying philosophical  
606 premise is that students should be placed on notice prior to disqualification.  
607 For example, a substandard grade in one course could not result in  
608 disqualification; rather, the student would be put on administrative academic

609 probation and afforded the opportunity to repeat that class. Passage of the  
610 repeated course with the required grade would result in the return of the  
611 student to good standing. Programs can limit the number of semesters on  
612 academic probation in the student career to as few as one.

613 Program-Level Criteria. Graduate programs must ensure that program-level  
614 criteria and the consequences of being placed on Administrative Academic  
615 Probation and disqualification are clearly communicated to all students  
616 within the concerned degree programs. At a minimum, criteria in addition to  
617 or differing from university regulations must be posted on departmental  
618 and/or program websites and any other program documents, such as  
619 student handbooks.

620 Transcript Notation. Both administrative academic probation and  
621 administrative disqualification status will be noted on the transcript.

## 622 **1. Administrative Academic Probation**

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

## 636 **2. Administrative Academic Disqualification**

637 When administrative academic disqualification occurs, students will  
638 be notified of the reasons in writing by the program with copies  
639 delivered to the Associate Dean of Graduate Studies and the  
640 Registrar.

## 641 **3. Guidelines and Criteria for Administrative Academic Probation**

642 **and Disqualification at the Program Level<sup>4</sup>**

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

651 **Maximum Course Grade or GPA Requirements (Title V).**  
652 Programs may not require individual course grades to be higher than  
653 “B” for graduate students. At the most, a department may require that  
654 each course required for the degree program be passed at this  
655 standard. The corollary is that the maximum GPA that can be  
656 required for any set of courses cannot be higher than 3.0 for graduate  
657 students.

658 Admission requirements and degree requirements are different.  
659 Admission to a graduate degree program may include supplemental  
660 criteria such as a GPA greater than the 3.0 threshold. However, once  
661 a student is admitted to a major, the degree requirements must be  
662 limited to “B or better” for graduate students.

663 **Restrictions on Course or Unit Load Per Semester.** Programs may  
664 restrict a student to two attempts of any course offered by the  
665 program. The university rules for repeating courses should be  
666 followed unless the program chooses to be more lenient than the  
667 university. Such criteria may be set as a minimum or maximum. For  
668 example, cohort programs may require that a minimum number of

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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 constitute reasonable justification for disqualifying a student

669 courses/units be taken each semester in order to best utilize  
670 resources or to ensure that the program is completed in a timely  
671 manner. Alternatively, setting a maximum number of units may make  
672 sense for students on academic notice.

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

678 b. For graduate students, the university will use grade averaging  
679 in computing the SJSU cumulative GPA (per University Policy  
680 F08-2).

681 c. If the course in question is offered by another department, the  
682 program may consider only the first two attempts in  
683 determining academic notice or disqualification status. The  
684 program cannot restrict the number of times a student enrolls  
685 in a course offered by another department, but it is permitted to  
686 ignore the grade from a third attempt to pass a class with a “B  
687 or better.”

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

691 a. In clinical courses, laboratory courses, student teaching  
692 assignments, or other types of programmatic requirements,  
693 there may be such serious concerns about the safety or well-  
694 being of the student, other students, clients, patients, and so  
695 forth, that repetition of the courses is not reasonable. For such  
696 courses or programmatic experiences, departments may  
697 establish “no repeat” policies, i.e., a course may not be  
698 repeated if not passed on the first attempt. However, the “no  
699 repeat” option would not have to be in place to disqualify a  
700 student from a course. In clinical or lab settings in which safety  
701 or well-being are severely compromised, an instructor may  
702 disenroll a student from the course, which may lead to  
703 disqualification from the major. In general, the immediate move  
704 from good standing to disqualification (without a term of

705 academic notice in between) should be associated with the  
706 inability to satisfy a specific course requirement on the first and  
707 only allowable attempt, not with a less specific programmatic  
708 requirement. Unless clearly falling into the category described  
709 here, courses by which immediate disqualification can be  
710 imposed must be approved in advance by the ADRRC.

711 b. A program can disqualify a student without a probationary  
712 period for behavior that fails to comply with professional  
713 standards of conduct appropriate to the field of study. This  
714 conduct could occur in or out of class. It must be highly  
715 egregious for the disqualification action to be taken. Generally,  
716 a department will base its decision on a student's failure to  
717 comply with a written set of professional standards in the field  
718 of study. The disqualification is appealable through ADRRC.

719 c. Conditional acceptance to a program is, in effect, acceptance  
720 under academic notice. Typically, a specified set of courses or  
721 requirements must be passed prior to being classified in the  
722 program. There may be time limits or unit limits established to  
723 satisfy the conditions, which, if not met, may lead to  
724 disqualification without an intervening term on explicit  
725 academic notice. Cohort programs must provide in their  
726 policies a reasonable accommodation for students who must  
727 stop out for legitimate reasons.

728 d. Teaching credential students do not receive a degree from  
729 SJSU and are subject to the regulations of the state legislature  
730 and licensing agency. Credential courses that exceed the  
731 seven-year limit cannot be revalidated. As with graduate  
732 master's degree programs in the CSU, the SJSU cumulative  
733 GPA and degree program GPA on the candidacy form must be  
734 at 3.0 or above for completion. In the case of credentials, a  
735 recommendation from the university to the state credentialing  
736 agency would be withheld without the requisite GPA. Students  
737 who fail to achieve this level of scholastic success or who are  
738 deemed dispositionally unsuitable for a teaching career can be  
739 precluded by the program from repeating courses or taking  
740 other courses to raise the GPA and so are effectively  
741 permanently terminated from the university without the  
742 credential recommendation.

743                    **4.      Reinstatement after Administrative Academic Disqualification**

744                    Without compelling reasons, administratively academically  
745                    disqualified graduate students may not be reinstated to the major  
746                    from which they were dismissed.

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

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

753                    Upon receiving notice of administrative academic notice or disqualification,  
754                    students should first consult with their program coordinators and/or advisors, then,  
755                    if necessary, file a written appeal first with a program-level faculty committee, then  
756                    with the appropriate ADRRC appeals officer, the Associate Dean of Undergraduate  
757                    Education or an Associate Dean in the College of Graduate Studies. In either case,  
758                    the appeal should be based on (a) advising or administrative errors, (b) actions by  
759                    the department or school that were contrary to university policy, or (c) extenuating  
760                    circumstances.

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

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

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

773                    **A.      Student Appeal Filing.** Students must submit a written appeal to the  
774                    appropriate appeals officer of the ADRRC, the Associate Dean of  
775                    Undergraduate Education or of Graduate Studies, within one calendar month  
776                    after the start of the succeeding Fall or Spring semester. The student name,



777 ID, contact information (email and phone), unofficial transcript, and a  
778 personal statement must be included.

779 B. **Validity of Appeal.** The appeals officer is afforded the authority to  
780 determine whether adequate grounds exist for a formal hearing. The appeals  
781 officer will conduct a review to determine whether the student has been  
782 treated according to the approved departmental/school policy (that is,  
783 whether policy has been faithfully executed by the department or school),  
784 whether the student was adequately and reasonably informed of the policy,  
785 whether an adequate and persuasive written record of actionable student  
786 conduct was constructed, and whether the student's conduct and/or course  
787 grade makes them subject to the consequences of the policy. If the case  
788 cannot be settled by consultation with department/school advisors or  
789 program coordinators and if the complaint is based on violation of an  
790 approved departmental policy that the ADRRC deems to be confusing,  
791 unclear, or unfair, then the ADRRC will form a subcommittee and schedule a  
792 hearing, normally within 45 working days of receiving the student appeal.

793 C. **Subcommittee Structure.** The subcommittee will be chaired by the  
794 Associate Dean of Undergraduate Education or Graduate Studies, based on  
795 the student career, and they will also be a voting member. The  
796 subcommittee will further consist of one college Associate Dean as a second  
797 voting member, chosen on a rotating basis. The Associate Dean of the  
798 college in which the student's program resides will also serve, but as a  
799 nonvoting member. The third voting member, again on a rotating basis, will  
800 be an ADRRC member who is not an Associate Dean.

801 D. **Hearing Rules.** Documentation can be submitted by either party but must  
802 be disclosed to the other party. Testifying individuals may include the  
803 student complainant, the department chair/school director or a designee,  
804 and other individuals requested by either party if deemed relevant by the  
805 subcommittee chair. Nontestifying individuals present for emotional support  
806 or legal representation may not speak unless directly addressed.

807 E. **Decisions.** Unless additional testimony or significant investigation is needed  
808 following an appeal hearing, the ADRRC subcommittee will notify the  
809 student of its decision in writing within 10 working days. Of the three voting  
810 members of the subcommittee, a majority is needed for a decision.

811 Students have the right to consult with the University Ombudsperson at any  
812 point during this process.