

Reference Number: S17-275

Senate Approval Date: Tuesday, April 04, 2017

Presidential Approval Date: Thursday, April 13, 2017

Archival Information:

Academic Probation and Disqualification, (Academic Policies Committee)

Policy #: S17-275

Supersedes: N/A

Senate Approval: 04/04/2017

Presidential Approval 04/13/2017

Effective: 08/01/2017

Last Review: N/A

Next Review: Spring 2022

Abstract

San Francisco State University does not currently have a formal policy on Academic Probation and Disqualification beyond how many units a student may take while on probation (Senate Policy F02-223). The policy below is aligned with CSU Executive Order 1038, which was issued pursuant to Sections 41300 and 41300.1 of Title 5 of the California Code of Regulations and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of the California State University. The goal of this policy is to help students meet the University's standards and their educational goals by allowing them to remain enrolled so long as they are making progress toward their degree.

Key Words: (three to five subject tags) probation, disqualification, reinstatement

Author/Source: Academic Policies Committee

Responsible Unit

Office of the Registrar

I. Undergraduate Student Probation

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 SF State in order to continue in good standing in the University. In determining a student's eligibility to remain enrolled in the University, 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. The length of time and number of units taken may both be considered in determining progress toward degree or other program objectives.

A. **Academic Probation:** An undergraduate student is placed on academic probation if at any time the cumulative grade point average (GPA) in all college work attempted (combined cumulative GPA) or cumulative GPA at SF State (SF State GPA) falls below 2.0. The Registrar will notify students who are placed on probation of that fact when semester grades are posted. The notification will include a referral of the students to their advisors for consultation. A student can remain on academic probation indefinitely so long as their SF State and combined cumulative GPAs do not drop below the thresholds found in section IIA, Academic Disqualification.

B. **Unit Limit for Enrollment while on Probation:** Undergraduate students on academic probation are restricted to a course load of no greater than 13 units as specified in Academic Senate Policy F02-223. Individual exceptions to this limit may be granted with approval from the student's Department Chair and College Dean. Exceptions for undeclared students must be approved by the Undergraduate Advising Center.

C. **Mandatory Advising:** Undergraduate students on academic probation will have a hold placed on their records and will not be allowed to participate in further registration activity until they have conferred with an advisor, their department chair and dean of their college to design a study plan to raise their GPA to at least 2.0 in the most expeditious manner. Undeclared students will meet with an advisor in the Undergraduate Advising Center and the Dean of Undergraduate Education and Academic Planning or designee. The registration hold will be placed each semester until the student achieves clearance from probation.

D. **Removal from probation:** An undergraduate student shall be removed from academic probation when the combined cumulative GPA and the SF State GPA is a 2.0 or higher. The student shall be notified by the Registrar that their probation has been cleared.

II. Academic Disqualification:

A. An undergraduate student on academic probation is subject to academic disqualification when their term GPA following the semester in which they are placed on probation is less than a 2.0 and;

1. As a freshman (fewer than 30 semester hours of college work completed) the student falls below a GPA of 1.50 in all units attempted or in all units attempted at SF State.

2. As a sophomore (30 through 59 semester hours of college work completed) the student falls below a GPA of 1.70 in all units attempted or in all units attempted at SF State.

3. As a junior (60 through 89 semester hours of college work completed) the student falls below a GPA of 1.85 in all units attempted or in all units attempted at SF State.

4. As a senior (90 or more semester hours of college work completed) the student falls below a GPA of 1.95 in all units attempted or in all units attempted at SF State.

B. An undergraduate student subject to disqualification who maintains a term GPA of 2.0 or higher shall not be disqualified so long as their academic advisor, department chair and college dean agree that they will eventually be able to reach a GPA of 2.0 and thereby graduate. This is determined through the mandatory advising process that takes place each semester for students on probation.

C. Freshmen on academic probation are permitted a third semester of subject to disqualification status even if their term GPA is not a 2.0.

D. Students in subject to disqualification status are held to the same mandatory advising and unit limit policies as students on academic probation. See sections IB and IC above.

E. **Notice of Disqualification:** Students who are disqualified at the end of an enrollment period under any of the provisions of this policy should be notified before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. Such notification should include any conditions which, if met, would result in permission to continue in enrollment.

III. **Appeal of University Probation or University Disqualification:** In cases of error or extenuating circumstances, students, upon receiving notice of probation or disqualification, may petition their College Dean or designee to appeal the action. These appeals are initiated by an advisor, go to the chair of the students declared major (the Advising Center for Undeclared students), and then the college dean or designee. These appeals are only given in rare cases and require documentation.

IV. **Reinstatement following University Disqualification:** Following academic disqualification, students may petition for reinstatement. Students are only permitted to petition for reinstatement if their leave from regular enrollment at SF State is two or fewer semesters (not including summer or winter terms). For leaves that are more than two semesters long, students must reapply for admission. The options available for petitioning for reinstatement are:

A. **Raising the cumulative GPA to 2.0 or better.** Undergraduates who have raised their combined cumulative and SF State GPAs to 2.0 or better through the College of Extended Learning (CEL) or through transfer courses from other institutions can petition for reinstatement. Students are strongly encouraged to consult the Undergraduate Advising Center prior to pursuing this option.

B. **Petitioned Grade Change.** If a change in grade(s) is approved such that the conditions for disqualification no longer apply, the student may petition for reinstatement.

C. **Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, such students have spent time away from SF State since their disqualification. If more than two semesters have passed since their last term of enrollment, the student must apply for readmission. Before applying

for readmission, the student must petition for special consideration through the Undergraduate Advising Center. These appeals are reviewed and approved by the Dean of Undergraduate Education and Academic Planning. Students who are readmitted without raising their combined cumulative and SF State GPAs above a 2.0 will be placed on probation or subject to disqualification, depending on their GPA.

V. Academic Performance Standards following Reinstatement

Students readmitted following academic disqualification will be placed on academic probation or subject to disqualification if their combined cumulative and/or SF State cumulative GPA is below 2.0. Readmitted students must raise their combined cumulative and SF State GPA to 2.0 or higher to achieve good standing and be eligible to graduate. Students readmitted on probation or subject to disqualification are subject to the policies and procedures described in the sections above.

VI. Graduate student probation and disqualification

Students enrolled in a graduate degree program are expected to maintain a GPA of 3.0 or better in their academic work at SF State to continue in good standing in the University.

A. Academic Probation: The Division of Graduate Studies will notify students placed on probation at the time semester grades are posted. Graduate students are cleared from probation and returned to good standing if the SF State GPA is raised to 3.0 or higher. They will be notified by the Division of Graduate Studies that their probation has been cleared.

B. University Disqualification: Graduate students who are on academic probation are subject to disqualification if they fail to earn a SF State GPA of 3.0 or higher each semester until a SF State GPA of 3.0 is again established. Enrollment in at least one letter-graded course is required in each semester that students are on probation.

C. Appeal from University Probation or Disqualification: Upon receiving notice of probation or disqualification from the University, students may petition the Dean of Graduate Studies to appeal the action. This appeal must include a recommendation by the student's academic advisor and/or Department Chair.

D. Reinstatement following University Disqualification: Following academic disqualification, students may petition for reinstatement based on extenuating circumstances, special consideration, a grade change, or a program of study. For the latter, students must see their graduate advisor to develop the program of study that it is appropriate to their majors.

This policy will take effect for students on probation or subject to disqualification Fall 2017 or later.

Policy #: S17-275

Supersedes: N/A

Senate Approval: 04/04/2017

Presidential Approval 04/13/201

Effective: 08/01/2017

Last Review: N/A

Next Review: Spring 2022

Academic Probation and Disqualification, (Academic Policies Committee)

Abstract

San Francisco State University does not currently have a formal policy on Academic Probation and Disqualification beyond how many units a student may take while on probation (Senate Policy F02-223). The policy below is aligned with CSU Executive Order 1038, which was issued pursuant to Sections 41300 and 41300.1 of Title 5 of the California Code of Regulations and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of the California State University. The goal of this policy is to help students meet the University's standards and their educational goals by allowing them to remain enrolled so long as they are making progress toward their degree.

Key Words: (three to five subject tags) probation, disqualification, reinstatement

Author/Source: Academic Policies Committee

Responsible Unit

I. Undergraduate Student Probation

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 SF State in order to continue in good standing in the University. In determining a student's eligibility to remain enrolled in the University, 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. The length of time and number of units taken may both be considered in determining progress toward degree or other program objectives.

A. **Academic Probation:** An undergraduate student is placed on academic probation if at any time the cumulative grade point average (GPA) in all college work attempted (combined cumulative GPA) or cumulative GPA at SF State (SF State GPA) falls below 2.0. The Registrar will notify students who are placed on probation of that fact when semester grades are posted. The notification will include a referral of the students to their advisors for consultation. A student can remain on academic probation indefinitely so long as their SF State and combined cumulative GPAs do not drop below the thresholds found in section IIA, Academic Disqualification.

B. **Unit Limit for Enrollment while on Probation:** Undergraduate students on academic probation are restricted to a course load of no greater than 13 units as specified in Academic Senate Policy F02-223. Individual exceptions to this limit may be granted with approval from the student's Department Chair and College Dean. Exceptions for undeclared students must be approved by the Undergraduate Advising Center.

C. **Mandatory Advising:** Undergraduate students on academic probation will have a hold placed on their records and will not be allowed to participate in further registration activity until they have conferred with an advisor, their department chair and dean of their college to design a study plan to raise their GPA to at least 2.0 in the most expeditious manner. Undeclared students will meet with an advisor in the Undergraduate Advising Center and the Dean of Undergraduate Education and Academic Planning or designee. The registration hold will be placed each semester until the student achieves clearance from probation.

D. **Removal from probation:** An undergraduate student shall be removed from academic probation when the combined cumulative GPA and the SF State GPA is a 2.0 or higher. The student shall be notified by the Registrar that their probation has been cleared.

II. Academic Disqualification:

A. An undergraduate student on academic probation is subject to academic disqualification when their term GPA following the semester in which they are placed on probation is less than a 2.0 and;

1. As a freshman (fewer than 30 semester hours of college work completed) the student falls below a GPA of 1.50 in all units attempted or in all units attempted at SF State.

2. As a sophomore (30 through 59 semester hours of college work completed) the student falls below a GPA of 1.70 in all units attempted or in all units attempted at SF State.

3. As a junior (60 through 89 semester hours of college work completed) the student falls below a GPA of 1.85 in all units attempted or in all units attempted at SF State.

4. As a senior (90 or more semester hours of college work completed) the student falls below a GPA of 1.95 in all units attempted or in all units attempted at SF State.

B. An undergraduate student subject to disqualification who maintains a term GPA of 2.0 or higher shall not be disqualified so long as their academic advisor, department chair and college dean agree that they will eventually be able to reach a GPA of 2.0 and thereby graduate. This is determined through the mandatory advising process that takes place each semester for students on probation.

C. Freshmen on academic probation are permitted a third semester of subject to disqualification status even if their term GPA is not a 2.0.

D. Students in subject to disqualification status are held to the same mandatory advising and unit limit policies as students on academic probation. See sections IB and IC above.

E. **Notice of Disqualification:** Students who are disqualified at the end of an enrollment period under any of the provisions of this policy should be notified before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. Such notification should include any conditions which, if met, would result in permission to continue in enrollment.

III. **Appeal of University Probation or University Disqualification:** In cases of error or extenuating circumstances, students, upon receiving notice of probation or disqualification, may petition their College Dean or designee to appeal the

action. These appeals are initiated by an advisor, go to the chair of the students declared major (the Advising Center for Undeclared students), and then the college dean or designee. These appeals are only given in rare cases and require documentation.

IV. **Reinstatement following University Disqualification:** Following academic disqualification, students may petition for reinstatement. Students are only permitted to petition for reinstatement if their leave from regular enrollment at SF State is two or fewer semesters (not including summer or winter terms). For leaves that are more than two semesters long, students must reapply for admission. The options available for petitioning for reinstatement are:

A. **Raising the cumulative GPA to 2.0 or better.** Undergraduates who have raised their combined cumulative and SF State GPAs to 2.0 or better through the College of Extended Learning (CEL) or through transfer courses from other institutions can petition for reinstatement. Students are strongly encouraged to consult the Undergraduate Advising Center prior to pursuing this option.

B. **Petitioned Grade Change.** If a change in grade(s) is approved such that the conditions for disqualification no longer apply, the student may petition for reinstatement.

C. **Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, such students have spent time away from SF State since their disqualification. If more than two semesters have passed since their last term of enrollment, the student must apply for readmission. Before applying for readmission, the student must petition for special consideration through the Undergraduate Advising Center. These appeals are reviewed and approved by the Dean of Undergraduate Education and Academic Planning. Students who are readmitted without raising their combined cumulative and SF State GPAs above a 2.0 will be placed on probation or subject to disqualification, depending on their GPA.

V. **Academic Performance Standards following Reinstatement**

Students readmitted following academic disqualification will be placed on academic probation or subject to disqualification if their combined cumulative and/or SF State cumulative GPA is below 2.0. Readmitted students must raise their combined cumulative and SF State GPA to 2.0 or higher to achieve good standing and be eligible to graduate. Students readmitted on probation or subject to disqualification are subject to the policies and procedures described in the sections above.

VI. **Graduate student probation and disqualification**

Students enrolled in a graduate degree program are expected to maintain a GPA of 3.0 or better in their academic work at SF State to continue in good standing in the University.

A. **Academic Probation:** The Division of Graduate Studies will notify students placed on probation at the time semester grades are posted. Graduate students are cleared from probation and returned to good standing if the SF State GPA is raised to 3.0 or higher. They will be notified by the Division of Graduate Studies that their probation has been cleared.

B. **University Disqualification:** Graduate students who are on academic probation are subject to disqualification if they fail to earn a SF State GPA of 3.0 or higher each semester until a SF State GPA of 3.0 is again established. Enrollment in at least one letter-graded course is required in each semester that students are on probation.

C. **Appeal from University Probation or Disqualification:** Upon receiving notice of probation or disqualification from the University, students may petition the Dean of Graduate Studies to appeal the action. This appeal must include a recommendation by the student's academic advisor and/or Department Chair.

D. **Reinstatement following University Disqualification:** Following academic disqualification, students may petition for reinstatement based on extenuating circumstances, special consideration, a grade change, or a program of study. For the latter, students must see their graduate advisor to develop the program of study that it is appropriate to their majors.

This policy will take effect for students on probation or subject to disqualification Fall 2017 or later.

Policy Document: [Academic Probation and Disqualification](#)
