



**SAN FRANCISCO
STATE UNIVERSITY**

ACADEMIC SENATE OFFICE
1600 Holloway Avenue, ADM 551
San Francisco, CA 94132-1722
T: 415.338.1264
F: 415.338.3899
senate@sfsu.edu
senate.sfsu.edu

ACADEMIC SENATE POLICY

April 7, 2017

TO: Leslie Wong, President
San Francisco State University

FROM: Troi Carleton, Chair
Academic Senate 

RE: Senate Policy S17-275: Academic Probation and Disqualification

SOURCE COMMITTEE:

Academic Policies Committee

SENATE ACTION:


At its meeting on Tuesday, April 4, 2017, the Academic Senate approved **Senate Policy S17-275: Academic Probation and Disqualification.**

We solicit your concurrence. Thank You.

cc: Jennifer Summit, Interim Provost and Vice President for Academic Affairs
Mi-Sook Kim, Interim Dean, Graduate Studies
Lori Beth Way, Interim Dean, Undergraduate Studies
Renee Monte, University Registrar

ec: The Deans and Associate Deans of the Colleges

REVIEWED AND APPROVED



JENNIFER SUMMIT
PROVOST / VPAA

4/13/17

DATE

PRESIDENTIAL ACTION

APPROVED: Leslie Wong Date: 4-13-17



SAN FRANCISCO STATE UNIVERSITY

Policy #: S17-275
Supersedes: N/A
Senate Approval: 04/04/2017
Presidential Approval
XX/XX/20XX
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 I 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

1 I. Undergraduate Student Probation

2 Students studying for a baccalaureate degree are expected to maintain a grade point
3 average (GPA) of 2.0 or better in their academic work at SF State in order to continue in
4 good standing in the University. In determining a student's eligibility to remain enrolled
5 in the University, both quality of performance and progress toward the degree or other
6 program objectives are weighed. Quality of performance is determined by the GPA in all
7 letter-graded courses. The length of time and number of units taken may both be
8 considered in determining progress toward degree or other program objectives.

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

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

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

30 D. Removal from probation: An undergraduate student shall be removed from
31 academic probation when the combined cumulative GPA and the SF State GPA is a
32 2.0 or higher. The student shall be notified by the Registrar that their probation has
33 been cleared.

34 II. Academic Disqualification:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

98 V. Academic Performance Standards following Reinstatement

99 Students readmitted following academic disqualification will be placed on academic
100 probation or subject to disqualification if their combined cumulative and/or SF State
101 cumulative GPA is below 2.0. Readmitted students must raise their combined

102 cumulative and SF State GPA to 2.0 or higher to achieve good standing and be eligible
103 to graduate. Students readmitted on probation or subject to disqualification are subject
104 to the policies and procedures described in the sections above.

105 VI. Graduate student probation and disqualification

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

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

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

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

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

127 This policy will take effect for students on probation or subject to disqualification Fall
128 2017 or later.