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ACADEMIC SENATE POLICY

February 23, 2021

TO: Lynn Mahoney, President
San Francisco State University

FROM: Teddy Albinak, Chair 
Academic Senate

RE: **Senate Policy S21-275 Revision to S20-275 Academic Probation and Disqualification**

SOURCE COMMITTEE:
Academic Policy Committee

SENATE ACTION:

At its meeting on Tuesday, February 16, 2021, the Academic Senate approved **Senate Policy #S21-275 Revision to #S20-275 Academic Probation and Disqualification.**

We solicit your concurrence. Thank You.

ecc: Jennifer Summit, Provost and Vice President for Academic Affairs
Lori Beth Way, Dean of Undergraduate Education and Academic Planning
Margo Landy, University Registrar
Deans and Associate Deans

PRESIDENTIAL ACTION

APPROVED 
DocuSigned by:
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Date: 02/24/2021 | 12:29 PM PST



SAN FRANCISCO
STATE UNIVERSITY

Policy #: S21-275
 Supersedes: S20-275
 Senate Approval: 02/16/2021
 Presidential Approval: 02/24/2021
 Effective: Fall 2021
 Last Review: Spring 2021
 Next Review: Spring 2024

Academic Probation and Disqualification

Source Committee: Academic Policies Committee

Unit(s) Responsible for Implementation: Division of Undergraduate Education and Academic Planning, Office of the Registrar

Consultations: Division of Undergraduate Education & Academic Planning, Enrollment Management Committee, Associate Deans Council

History

Version	Approved	Revisions(s)
3	02/24/2021	Supersedes S20-275: Academic Probation and Disqualification and F02-223: Limiting the Number of Units Undergraduates May Be Enrolled in While on Academic Probation. Defines first-year first-time “freshmen” to distinguish from first-year transfer students. Clarifies where students go for probation advising including appeals. Clarifies role of graduate coordinator in graduate student probation advising.
2	04/28/2020	Removes requirement for registration hold for students on probation and advises meeting with a single academic advisor.
1	04/13/2017	Original

Rationale

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.

Definitions: Throughout this document the term

- First-year student(s) is understood to mean students who have not attended college before they began their work at SF State no more than one year prior.
- Undeclared students is a term used for students who do not have a declared major, regardless of the number of accumulated units.

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. Individual exceptions to this limit may be granted with approval from the student's college-based resource center. Exceptions for undeclared students must be approved by the Undergraduate Advising Center.

- C. Advising: Undergraduate students on academic probation will have an alert placed on their records after the first semester on probation and will be directed to meet with an advisor, to design a study plan to raise their GPA to at least 2.0 in the most expeditious manner. Students in their first semester on probation will not be blocked from registration. If the student is still on probation for a second semester, they must seek mandatory advising. First-year students and undeclared students will meet with an advisor in the Undergraduate Advising Center. Sophomores, Juniors and Seniors with a declared major shall meet with an advisor in their College Resource Center. After a student is put on probation for poor academic performance in Semester A and is informed of that fact after semester A (usually in Semester B), no mandatory advising (and accompanying registration hold) will be put onto their account when they attempt to register for Semester C. If, however, they remain on probation for poor academic performance in Semester B (and are informed of this status, typically in Semester C), there will be mandatory advising and an accompanying registration hold on their account for registration for the next semester, Semester D.
- 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. However, a student in this circumstance should work with an advisor in the college-based resource center or University Advising Center (for undeclared students) to ensure that they will raise their SF State and combined cumulative GPA to a 2.0 in order to graduate.
 - C. Students with fewer than 30 units earned 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 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 in the college-based resource center or the Undergraduate Advising Center (for undeclared students), and then go to the college dean or designee for final approval. 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 an advisor in their college-based resource center or the Undergraduate Advising Center (undeclared students) 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 their college-based resource center or the Undergraduate Advising Center (for undeclared students). These appeals are reviewed and approved by the Dean of Undergraduate Education and Academic Planning or designee. 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 Graduate Coordinator in the student's major department.
- 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.