Policy on Administrative-Academic Probation and Disqualification

ADMINISTRATIVE-ACADEMIC PROBATION

A student may be placed on administrative-academic probation for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative-Academic probation for such withdrawal.)

2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of NC (No Credit), when such failure appears to be due to circumstances within the control of the student.

3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy which is routine for all students or a defined group of students (examples: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

ADMINISTRATIVE-ACADEMIC DISQUALIFICATION

A student who has been placed on administrative-academic probation may be disqualified if any of the following occur:

1. The conditions for removal of administrative-academic probation are not met within the period specified.

2. The student becomes subject to academic probation while on administrative-academic probation.

3. The student becomes subject to administrative-academic probation for the same or similar reason that the student has previously been placed on administrative-academic probation, although the student is not currently in such status.

When such action is taken, the student shall receive written notification including an explanation of the basis for the action in a timely manner.

SPECIAL CASES OF ADMINISTRATIVE-ACADEMIC DISQUALIFICATION

In addition, an appropriate campus administrator in consultation with academic department, Dean of the College, and/or other appropriate parties, may disqualify a student who at any time during enrollment in a program leading to professional licensure or credential, has demonstrated behavior so contrary to the established standards and criteria of the profession for which the student is preparing as to render the student unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

CONSEQUENCES OF DISQUALIFICATION

Students who have been disqualified, either academically or administratively may not enroll in any regular campus session (e.g., open university), and may be denied admission to other educational programs operated or sponsored by the University.

APPEALS

Students placed on Administrative-Academic Probation or Disqualification may appeal their status within 10 business days of the date of their notification. The appeal must be submitted to the Office of the Registrar and will be considered by a committee composed of: the Chair of the appropriate department, the Dean of the College, the Vice Provost, the Dean of Students and/or any other appropriate parties. A written response from the review committee with a decision on the appeal must be forwarded to the student within 15 business days of receipt of the appeal.

REINSTATEMENT

Students who have been disqualified under this policy, may petition for reinstatement. Reinstatement will be approved only if compelling evidence is provided, indicating their ability to complete a degree program. Students who petition for reinstatement and have not attended for more than one regular term must also apply for admission to the University, meeting all deadlines and requirements for admissions eligibility. [See reinstatement procedure described under Academic Disqualification.]

Policy on Administrative-Academic Probation and Disqualification

GRADUATE ADMINISTRATIVE-ACADEMIC PROBATION

All of the above stated reasons for administrative-academic probation shall apply to graduate students. In addition:

1. Students may be placed on administrative-academic probation by the Dean of Graduate Studies, following a request from the program/department and consultation with other appropriate offices, for failure to comply, after due notice, with a requirement or regulation, as defined by campus or program policy which is routine for all students or a defined group of students (e.g., demonstrating consistently disruptive behavior, hostile or abusive behavior, failure to advance to candidacy, failure to abide by standards set by approved external placements, etc.). The probationary student shall be informed in writing by the graduate dean (with a copy provided to the department/ program).

2. The Dean of Graduate Studies shall inform the Office of the Registrar when students have been placed on or removed from administrative-academic probationary status so that student records can be updated. When a student is placed on academic or administrative-academic probation, the student must work with the program coordinator to develop a plan for remediation, including a timeline for completion. In the case of administrative-academic probation, the remediation plan must be approved by the Dean of Graduate Studies, who will send a letter to the student documenting the plan. A student cannot be advanced to candidacy if the student is on either academic or administrative-academic probation.

DISQUALIFICATION

A student who has been placed on administrative-academic probation may be disqualified from further attendance by the Dean of Graduate Studies if any of the conditions for disqualification apply. In addition:

In the event that a student fails the thesis/project defense, the student may repeat the thesis/project defense once. Failure at the second thesis/project defense will result in disqualification from a program. The thesis/project committee will specify the time period and/or conditions of the repeated defense. A student may repeat a comprehensive examination once. Failure of the second comprehensive examination results in disqualification from a program. The comprehensive exam committee will specify the time period and/or conditions of the repeated examination. Students who are disqualified at the end of an enrollment period should be notified by the Dean of Graduate Studies 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. In cases where a student ordinarily would be disqualified at the end of

a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term. Such notification should include any conditions which, if met, would result in permission to continue in enrollment. Inability to contact a student does not create the right of a student to continue enrollment.

APPEALS

Graduate students placed on Administrative-Academic Probation or Disqualification may appeal their status within 10 business days of the date of their notification. The appeal must be submitted to the Office of the Registrar and will be considered by a committee composed of: the Chair of the appropriate department, the Dean of the College, the Vice Provost, the Dean of Students and/or any other appropriate parties. A written response from the review committee with a decision on the appeal must be forwarded to the student within 15 business days of receipt of the appeal.

REINSTATEMENT

If the student is disqualified, either academically or administratively, the student may petition for reinstatement. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if the student is able to provide compelling evidence of the student's ability to complete the degree. If the candidate is disqualified a second time, reinstatement will normally not be considered. Students who petition for reinstatement must also apply for admission to the University, meeting all deadlines and requirements for admissions eligibility. Students should submit a petition requesting reinstatement to the Dean of Graduate Studies. The petition, along with recommendations from the student's graduate coordinator, department chair, and thesis committee, will be forwarded to the Dean of Graduate Studies, who has final authority to approve reinstatement. These letters must evaluate the probable impact of circumstances beyond the student's control (e.g., an unresponsive or unreasonable thesis chair) on previous unsatisfactory performance. If the student is approved for reinstatement, the Dean of Graduate Studies will send a letter granting reinstatement that specifies the conditions and time frame for achieving good standing. Students must achieve good standing to advance to candidacy and to be eligible to graduate. Reinstatement for credential students may be handled by a separate process and thus not governed by this document.

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