ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

Response to the President’s Response
AS-2462-145/AA

Revision of Academic Standing Criteria for Undergraduate Students/Policy on Probation and Disqualification

Academic Affairs Committee       Date: April 23, 2015

Executive Committee
Received and Forwarded       Date: April 29, 2015

Academic Senate       Date: May 13, 2015
BACKGROUND:

AS-2462-145/AA, Revision of Academic Standing Criteria for Undergraduate Students/Policy on Probation and Disqualification, made the following recommendations:

1. The Academic Standing of “Subject to Disqualification” should be discontinued.
2. The criteria for at risk holds be expanded to include the major core GPA.
3. Provided a separate Probation and Disqualification Policies for Undergraduate and Post-baccalaureate Students (see attached).

The President’s Response approved the recommendations with the following modifications:

2. Addition for a condition for academic/administrative disqualification contained in EO 1038.
3. Combining of Administrative-Academic probation and Disqualification criteria for undergraduate and graduate students into a single policy statement.
4. Addition of language for the semester calendar into the policy.

The response was returned to the Academic Affairs Committee for consideration.

RECOMMENDATION:

The Academic Affairs (AA) Committee has reviewed the President’s response to the Policy on Probation and Disqualification and wishes to thank the President for her constructive comments resulting in substantive improvement of the policy. Specifically:

The AA Committee concurs with the President’s comments and inclusion of the guidelines for Appeal of the Disqualification and Re-instatement in the policy (President’s Response item 1). The committee believes that the inclusion of such guidelines results in a more comprehensive policy that not only informs the students of the criteria for probation and disqualification, but also advises them of their subsequent rights for appeal and re-instatement in a single document.

The AA Committee accepts the President’s modifications to the criteria for Administrative-Academic Disqualification and inclusion of the additional criterion for disqualification based on demonstrated behavior contrary to the standards of profession (President’s Response item 2).

While the AA Committee has fundamentally no objection to combining the Administrative-Academic Probation and Disqualification criteria for undergraduate and
graduate students into a single policy statement (President’s Response item 3) and accepts the President’s comments, we suggest that sections IV and V be repeated separately under the two policies for undergraduate and graduate students for publication and dissemination purposes. The committee believes that having two self-contained and separate policies for undergraduate and graduate students helps clarity and provides each group of students with a single source document that comprehensively explains the criteria and their rights under both Administrative and Academic Probation and Disqualification relevant to their status. The two suggested self-contained policy documents are attached for consideration of committee’s suggestion.

The AA Committee thanks the President for her suggested modifications to the policy for conversion to a semester calendar (President’s Response item 4) and recommends that the Executive Committee forwards these suggestions to the appropriate subcommittee charged for conversion of the academic policies under semester calendar.
Policy on Probation and Disqualification of Undergraduate Students

I. Purpose

The purpose of this policy is to establish the criteria for assignment of Probationary and Disqualification academic standings to undergraduate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, 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.

II. Academic Probation

An undergraduate student shall be placed on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average for work completed at Cal Poly Pomona falls below 2.0. The student shall be advised of probation status promptly.

The first time an undergraduate student's cumulative grade point average in either work completed at Cal Poly Pomona or for all college work attempted falls below 2.0 he/she shall be placed on academic probation, even in circumstances where his/her GPA falls below the disqualification thresholds as described under section 3 of this policy.

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted, and the Cal Poly Pomona cumulative grade point average is 2.0 or higher.

After the first occurrence of the GPA falling below 2.0, students may be academically disqualified without first being put on probation.

III. Academic Disqualification

After attempting 12 quarter units at Cal Poly Pomona, an undergraduate student is subject to Academic Disqualification if at any time:

A. As a freshman (less than 45 quarter units of college work completed) the student's cumulative grade point average falls below 1.50 for all units in Cal Poly Pomona, or all college level course work attempted.

B. As a sophomore (45 through 89 quarter units of college work completed) the student's cumulative grade point average falls below 1.70 for all units in Cal Poly Pomona, or all college level course work attempted.

C. As a junior (90 through 134 quarter units of college work completed) the student's cumulative grade point average falls below 1.85 for all units in Cal Poly Pomona, or all college level course work attempted.

D. As a senior (135 or more quarter units of college work completed) the student's cumulative grade point average falls below 1.95 for all units in Cal Poly Pomona,
An undergraduate student who is academically disqualified will not be allowed to attend for at least one quarter. All academically disqualified students shall be notified of their disqualification the beginning of the quarter following the assignment of that academic standing. The disqualification notification shall advise the student that the disqualification is to be effective at the end of the quarter. The disqualification notification shall include any conditions which, if met, will result in permission to continue in enrollment. After notification students shall be permitted to continue with their classes, if already enrolled, until the end of the quarter. These students will have, in effect, a "grace" quarter during which time they can demonstrate improved potential for academic success and appeal the restriction on enrollment.

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the Registrar's Office. Except in extraordinary circumstances, appeals will be considered only if the student's CPP and overall grade point average, during the quarter subsequent to disqualification, have improved enough to remove the student from disqualification status. Students will be notified of their College Appeals Committee's decision no later than the last day to register for the quarter in question. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification. Students who are disqualified at the end of the spring quarter shall have until the end of the following fall quarter to appeal the restriction on enrollment.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the college dean. After reinstatement, students must be removed from disqualification status by the time they have attempted an additional 24 quarter units in baccalaureate level courses. The student and the department chair must agree upon this coursework at the time of reinstatement.

Undergraduate students who do not remove the disqualification within the 24-unit limit and academically disqualified undergraduate students who attain good standing or probationary status and then become disqualified again shall normally not be eligible to re-enroll at the university. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or re-admission after a second disqualification.

IV. Administrative-Academic Probation

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

1. Withdrawal from more than two-thirds of a program of study in two successive quarters or in any three quarters. 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 quarter units of 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 (example: 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.

V. Administrative-Academic Disqualification

1. A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

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

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

4. The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When a student has been placed on administrative-academic disqualification he/she shall receive written notification including an explanation of the basis for the action.

In addition, the associate provost may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her 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.
Policy on Probation and Disqualification of Postbaccalaureate Students

I. Purpose

The purpose of this policy is to establish the criteria for assignment of probationary and disqualification academic standings to postbaccalaureate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, 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. Probation and disqualification criteria of post-baccalaureate and graduate students may not be less than those established for undergraduate students.

II. Academic Probation

A postbaccalaureate student shall be placed on academic probation if at any time the cumulative grade point average in all postbaccalaureate level course work attempted or cumulative grade point average for postbaccalaureate course work attempted at Cal Poly Pomona falls below 3.0. The student shall be promptly notified in writing of their probation status.

The first time a postbaccalaureate student's cumulative grade point average in either postbaccalaureate course work completed at Cal Poly Pomona or for all postbaccalaureate course work attempted falls below 3.0 he/she shall be placed on academic probation, even in circumstances where his/her GPA falls below the disqualification thresholds as described under section 3 of this policy.

A postbaccalaureate student shall be removed from academic probation when the cumulative grade point average in all postbaccalaureate course work attempted, and the Cal Poly Pomona cumulative grade point average is 3.0 or higher. The student shall be provided with any additional conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

After the first occurrence of the GPA falling below 3.0, postbaccalaureate students may be academically disqualified without first being put on probation.

III. Academic Disqualification

A postbaccalaureate student is subject to Academic Disqualification if at any time:

A. After the completion of 12 quarter units of postbaccalaureate work, the student's cumulative grade point average falls below 2.3 for all postbaccalaureate work completed at Cal Poly Pomona or for all postbaccalaureate work attempted.

B. After the completion of 24 quarter units of postbaccalaureate work, the student's cumulative grade point average falls below 2.7 for all postbaccalaureate work completed at Cal Poly Pomona or for all postbaccalaureate work attempted.

C. After the completion of 36 quarter units of postbaccalaureate work, the student's cumulative grade point average falls below 2.9 for all postbaccalaureate work completed at Cal Poly Pomona or for all postbaccalaureate work attempted.
All Academically Disqualified students shall be notified of their disqualification at the beginning of the quarter following the assignment of that academic standing. The disqualification notification shall advise the student that the disqualification is to be effective at the end of the quarter. The disqualification notification shall include any conditions which, if met, will result in permission to continue in enrollment. After notification students shall be permitted to continue with their classes, if already enrolled, until the end of the quarter. These students will have, in effect, a "grace" quarter during which time they can demonstrate improved potential for academic success and appeal the restriction on enrollment. Students who are disqualified at the end of the spring quarter shall have until the end of the following fall quarter to appeal the restriction on enrollment.

Post baccalaureate and graduate students may petition for reinstatement following disqualification with no break in enrollment. Post baccalaureate and graduate students will normally be ineligible for reinstatement or readmission after a second disqualification. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or readmission after a second disqualification.

V. Administrative-Academic Probation

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

1. Withdrawal from more than two-thirds of a program of study in two successive quarters or in any three quarters. 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 ±G 15 quarter units of 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 (example: 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.

VI. Administrative-Academic Disqualification

1. A student who has been placed on administrative-academic probation may be
disqualified from further attendance if:

2. The conditions for removal of administrative-academic probation are not met with in the period specified.

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

4. The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When a student has been placed on administrative-academic disqualification he/she shall receive written notification including an explanation of the basis for the action.

In addition, the associate provost may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her 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.
Date: February 26, 2015

To: David M. Speak  
Chair, Academic Senate

From: Marten denBoer, Ph.D.  
Provost

Subject: AS-2462-145-AA Policy on Probation and Disqualification

I am pleased to approve the revised Policy on Probation and Disqualification for Undergraduate and Graduate Students. This referral was submitted in 2009 and there has been great anticipation for its adoption.

The policy included in the Senate recommendation is missing important guidelines for appeals of disqualifications and reinstatement after disqualification. It is also lacking a condition for academic/administrative disqualification contained in EO 1038. These missing components have been added to the policy that I have approved. These and other miscellaneous changes to the wording and order of material are indicated in blue. Since the campus is actively involved in conversion, the approved policy also indicates how its guidelines will be modified for the semester calendar. These modifications are indicated in red.

After these modifications are reviewed by the Senate, I ask the Associate Provost to coordinate the implementation of this Policy on Probation and Disqualification in fall 2015.

Senate Recommendation

1. The Academic Standing of "Subject to Disqualification" should be discontinued.
2. The criteria for at risk holds be expanded to include the major core GPA
3. The following policies on Probation and Disqualification of undergraduate students and Probation and Disqualification of Post-baccalaureate students are adopted.
Policy on Probation and Disqualification of Undergraduate Students

I. Purpose
The purpose of this policy is to establish the criteria for assignment of Probationary and Disqualification academic standings to undergraduate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, 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.

II. Academic Probation
An undergraduate student shall be placed on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average for work completed at Cal Poly Pomona falls below 2.0. The student shall be advised of probation status promptly.

The first time an undergraduate student’s cumulative grade point average in either work completed at Cal Poly Pomona or for all college work attempted falls below 2.0 he/she shall be placed on academic probation, even in circumstances where his/her GPA falls below the disqualification thresholds as described under section 3 of this policy.

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted, and the Cal Poly Pomona cumulative grade point average is 2.0 or higher.

After the first occurrence of the GPA falling below 2.0, students may be academically disqualified without first being put on probation.

III. Academic Disqualification
After attempting completion of 12 attempted quarter units (12 semester units) at Cal Poly Pomona, an undergraduate student is subject to Academic Disqualification if at any time:

A. As a freshman (less than 45 quarter hours units (30 semester units) of college work completed) the student’s cumulative grade point average falls below 1.50 for all units in Cal Poly Pomona, or all college level course work attempted.

B. As a sophomore (45 through 89 semester quarter hours units (30-59 semester units) of college work completed) the student’s cumulative grade point average falls below 1.70 for all units in Cal Poly Pomona, or all college level course work attempted.

C. As a junior (90 through 134 quarter hours units (60 – 89 semester units) of college work completed) the student’s cumulative grade point average falls below 1.85 for all units in Cal Poly Pomona, or all college level course work attempted.

D. As a senior (90 through 135 or more quarter hours units (90 or more semester units) of college work completed) the student’s cumulative grade point average falls below 1.95 for all units in Cal Poly Pomona, or all college level course work
An undergraduate student who is academically disqualified on the basis of their grade point balance will not be allowed to attend for at least one quarter (semester). All academically disqualified students shall be notified of their disqualification [the beginning of the quarter following the assignment of that academic standing] (at the end of the semester that the academic standing is assigned). The disqualification notification shall advise the student that the disqualification is to be effective [at the end of the quarter] (immediately). The disqualification notification should shall include any conditions which, if met, would will result in permission to continue in enrollment. [After notification students shall be permitted to continue with their classes, if already enrolled, until the end of the quarter. These students will have, in effect, a “grace” quarter during which time they can demonstrate improved potential for academic success and appeal the restriction on enrollment.] (Students will not be allowed to attend the semester following academic disqualification. There is no grace period)

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the Registrar’s Office. Except in extraordinary circumstances, appeals will be considered only if the student’s CPP and overall grade point average, during the quarter subsequent to disqualification, have improved enough to remove the student from disqualification status. Students will be notified of their College Appeals Committee’s decision no later than the last day to register for the quarter in question. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification. Students who are disqualified at the end of the spring quarter shall have until the end of the following fall quarter to appeal the restriction on enrollment. (Students have the right to appeal their eligibility to enroll by completing a Disqualification Appeal Form and submitting it to their College Advising Center. Students must appeal before the first day of the semester following disqualification. Students will be notified of their College Appeals Committee’s decision no later than the last day to register for the following semester. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification.)

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar’s Office after approval by the student’s major department chair and the college dean. After reinstatement, students must be removed from disqualification status by the time they have attempted an additional 24 quarter (16 semester) units in baccalaureate level courses. The student and the department chair must agree upon this coursework at the time of reinstatement.

Undergraduate students who do not remove the disqualification within the 24-unit 16
unit) limit and academically disqualified undergraduate students who attain good standing or probationary status and then become disqualified again shall normally not be eligible to re-enroll at the university. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or readmission after a second disqualification.
Policy on Probation and Disqualification of Postbaccalaureate Students

I. Purpose
The purpose of this policy is to establish the criteria for assignment of probationary and disqualification academic standings to postbaccalaureate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, 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. Probation and disqualification criteria of post-baccalaureate and graduate students may not be less than those established for undergraduate students.

II. Academic Probation
A postbaccalaureate student shall be placed on academic probation if at any time the cumulative grade point average in all postbaccalaureate level course work attempted or cumulative grade point average for postbaccalaureate course work attempted at Cal Poly Pomona falls below 3.0. The student shall be advised promptly notified in writing of their probation status promptly.

The first time a postbaccalaureate student’s cumulative grade point average in either postbaccalaureate course work completed at Cal Poly Pomona or for all postbaccalaureate course work attempted falls below 3.0 he/she shall be placed on academic probation, even in circumstances where his/her GPA falls below the disqualification thresholds as described under section 3 of this policy.

A postbaccalaureate student shall be removed from academic probation when the cumulative grade point average in all postbaccalaureate course work attempted, and the Cal Poly Pomona cumulative grade point average is 3.0 or higher. and The student shall be provided with the any additional conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

After the first occurrence of the GPA falling below 3.0, postbaccalaureate students may be academically disqualified without first being put on probation. When such action is taken, the student shall be notified in writing

III. Academic Disqualification
The following GPA thresholds for either postbaccalaureate course work completed as a postbaccalaureate student at Cal Poly Pomona or for all postbaccalaureate course work attempted shall be applied to determine disqualification status of postbaccalaureate and graduate students.

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<th>GPA Threshold</th>
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<td>36</td>
<td>2.9</td>
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</table>
A postbaccalaureate student is subject to Academic Disqualification if at any time:

A. After the completion of 12 quarter units (8 semester units) of postbaccalaureate work, the student’s cumulative grade point average falls below 2.3 for all postbaccalaureate work completed at Cal Poly Pomona or for all postbaccalaureate work attempted.

B. After the completion of 24 quarter units (16 semester units) of postbaccalaureate work, the student’s cumulative grade point average falls below 2.7 for all postbaccalaureate work completed at Cal Poly Pomona or for all postbaccalaureate work attempted.

C. After the completion of 36 quarter units (24 semester units) of postbaccalaureate work, the student’s cumulative grade point average falls below 2.9 for all postbaccalaureate work completed at Cal Poly Pomona or for all postbaccalaureate work attempted.

All Academically Disqualified students shall be notified of their disqualification at [the beginning of the quarter following the assignment of that academic standing] (the end of the semester that the academic standing is assigned). The disqualification notification shall advise the student that the disqualification is to be effective [at the end of the quarter] (immediately). The disqualification notification shall include any conditions which, if met, would result in permission to continue in enrollment. [After notification students shall be permitted to continue with their classes, if already enrolled, until the end of the quarter. These students will have, in effect, a “grace” quarter during which time they can demonstrate improved potential for academic success and appeal the restriction on enrollment.] Students who are disqualified at the end of the spring quarter shall have until the end of the following fall quarter to appeal the restriction on enrollment. (Students will not be allowed to attend the semester following academic disqualification. There is no grace period.)

Post baccalaureate and graduate students may petition for reinstatement following disqualification with no break in enrollment. Post baccalaureate and graduate students will normally be ineligible for reinstatement or readmission after a second disqualification. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or readmission after a second disqualification.
IV. Administrative-Academic Probation (EO 1038)
An undergraduate or graduate student may be placed on administrative-academic probation for any of the following reasons:

1. Withdrawal from more than two-thirds of a program of study in two successive quarters or in any three quarters (two successive semesters or any three semesters). 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 20 15 quarter (15 semester) units of 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 (example: 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.

V. Administrative-Academic Disqualification (EO 1038)
1. A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

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

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

4. The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When a student has been placed on administrative-academic disqualification he/she shall receive written notification including an explanation of the basis for the action.

In addition, the associate provost may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her 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.