



Policies and Guidelines on Academic Probation and Disqualification

I. Probation and MAP

A student may be placed under *probation* when his/her cumulative GPA (either SFSU or all university work attempted) falls below 2.0. As required by the University, students under probation must go through *mandatory advising program (MAP)* from his/her declared major department prior to next semester's class registration. Students under probation receive a letter from the University stating that they must meet with their major advisors before the stated deadline. They are placed on *registration hold* until their petitions are approved. Students will be removed from probation when the cumulative GPA is at or above 2.0.

MAP Procedure:

1. Student completes Part A and Part B of the *SFSU Undergraduate Academic Standing Petition* form, checks the *Mandatory Advising (MAP)* box on top, and attaches a copy of current, unofficial transcript.
2. Student discusses the problems and plans with his/her major academic advisor and obtains the advisors recommendations and signature in Part C.
3. Student submits the petition to the department office and obtains recommendations and signature from the department chair in Part D. The chair may request a face-to-face meeting with the student.
4. Student takes the petition to the College of Science and Engineering Student Resource Center and makes an appointment to see a Center advisor.
5. The Center advisor discusses the case with the student, makes his/her recommendations, and signs the form in Part E. The Center notifies the student of the action and forwards the petition to the University Student Service Center.

General guidelines (at the discretion of reviewers for PART D and PART E):

1. If first time probation: check (C) Met with student for Mandatory Advising (MAP CLEARANCE).
2. If two or more consecutive semesters on probation but having a GPA of 2.0 or better in recent semesters: check (C) Met with student for Mandatory Advising (MAP CLEARANCE).
3. If two or more consecutive semesters on probation and having a GPA below 2.0 in recent semesters: check (S) Reinstatement recommended for ONE SEMESTER ONLY (AAP HOLD FOR THE NEXT SEMESTER).

II. Subject to Disqualification

A student is placed on *Subject to Disqualification (Subject to DISQ)* status if a student's GPA falls below the academic standard described below:

- As freshmen (fewer than 30 units completed), they fall below a grade point average of 1.50 in all college units attempted or in all SFSU units attempted.
- As sophomores (30 through 59 units completed), they fall below a grade point average of 1.70 in all college units attempted or in all SFSU units attempted.
- As a junior (60 through 89 units completed), they fall below a grade point average of 1.85 in all college units attempted or in all SFSU units attempted.
- As senior or second BA students (90 or more units completed), they fall below a grade point average of 1.95 in all college units attempted or in all SFSU units attempted.

After the Spring grade report is processed, students who become subject to disqualification will receive a notice from the Registrar. This notice will explain the process by which students subject to disqualification may petition to continue their enrollment in the University. It is the student's responsibility to obtain recommendations for reinstatement from his/her major advisor, department chair, and college dean. If the recommendation is for reinstatement, the student will need to continue to meet the agreed terms of the contract in order to continue the process until grades are improved to a satisfactory level.

Procedure:

1. Student completes Part A and Part B of the *SFSU Undergraduate Academic Standing Petition* form, checks the *Subject to Disqualification (DISQ)* box on top, and attaches a copy of current, unofficial transcript.
2. Student discusses the problems and plans with his/her major academic advisor and obtains the advisor's recommendations and signature in Part C.
3. Student submits the petition to the department office and obtains recommendations and signature from the department chair in Part D. The chair may request a face-to-face meeting with the student.
4. Student takes the petition to the College of Science and Engineering Student Resource Center and makes an appointment to see a Center advisor.
5. The Center advisor discusses the case with the student, makes his/her recommendations, and signs the form in Part E. The Center notifies the student of the action and forwards the petition to the University Student Service Center.

General guidelines (at the discretion of reviewers for PART D and PART E):

1. If first time subject to disqualification: check (S) Reinstatement recommended for ONE SEMESTER ONLY (AAP HOLD FOR THE NEXT SEMESTER).
2. If showing improvements after being placed on subject to disqualification: check (S) Reinstatement recommended for ONE SEMESTER ONLY (AAP HOLD FOR THE NEXT SEMESTER).
3. If no improvements after being placed on subject to disqualification: check (D) Reinstatement not recommended (DISQUALIFY STUDENT).

Grade point deficiency is a helpful guide too. A grade point deficiency of 10 points or less can be made up by good grades (A or B) in 2-4 courses. A deficiency between 10

and 20 points is serious and students should be warned that they must have a 2.0 or better GPA in the next semester in order to continue. A deficiency between 20 and 30 points is more serious and overall potential for improvement should be carefully evaluated. A deficiency over 30 points is very serious and the student should be disqualified.

III. Disqualification

A student is disqualified from further attendance at SFSU if he/she was placed on subject to disqualification and does not receive recommendation for reinstatement or fails to meet the agreed terms of the reinstatement contract. Once a student is disqualified, he/she must reapply for admission in order to resume his/her study at SFSU (see Section V below).

IV. Administrative-Academic Probation and Disqualification

A student may be placed on *administrative-academic probation (AAP)* by the Board of Appeals and Review 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. (A student whose withdrawal is directly associated with a chronic or recurring disability 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 (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 which is routine for all students or a defined group of students.

Students placed on the AAP may have their registration hold lifted subject to the following approval process:

1. Student completes Part A and Part B of the *SFSU Undergraduate Academic Standing Petition* form, checks the *Administrative-Academic Probation (AAP)* box on top, and attaches a copy of current, unofficial transcript.
2. Student discusses the problems and plans with his/her major academic advisor and obtains the advisor's recommendations and signature in Part C.
3. Student submits the petition to the department office and obtains recommendations and signature from the department chair in Part D. The chair may request a face-to-face meeting with the student.
4. Student takes the petition to the College of Science and Engineering Student Resource Center and makes an appointment to see a Center advisor.
5. The Center advisor discusses the case with the student, makes his/her recommendations, and signs the form in Part E. The Center notifies the student of the action and forwards the petition to the University Student Service Center.

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

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

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

A disqualified student may seek readmission to SFSU (see Section V below).

V. Readmission of Disqualified Students

Disqualified students may, after at least two semesters have elapsed, apply for readmission to the university, provided they have removed the academic deficiencies, or resolved the problems which may have caused the disqualification. The work taken to eliminate an academic deficiency at this institution must be taken through the College of Extended Learning in order to impact the grade point average at this institution. If disqualification resulted from any other reasons than academic performance, approval must be obtained from the unit of the university which recommended the disqualification action. Students disqualified from another institution, including other CSU campuses, may not be admitted to San Francisco State unless it can be demonstrated that the cause of the disqualification has been eliminated (additional course work with good grades, etc.) and the student is otherwise eligible to return to the institution of disqualification.

