

Academic Probation and Disqualification Supercedes EM 85-009

Executive Memorandum 05-003

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Subject: Academic Probation and Disqualification; Supercedes [EM 85-009](#)

ACADEMIC PROBATION AND DISQUALIFICATION

Effective fall 2005, this policy, recommended by the Academic Senate, implements [Executive Order 823](#), Minimum Requirements for Probation and Disqualification.

ACADEMIC PROBATION

Definition

An undergraduate student will be placed on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average at CSU, Chico falls below 2.0.

Notification

The student must be notified by Academic Advising Programs of his/her probationary status prior to the beginning of classes for the following semester.

Conditions

- Mandatory advising during the first two weeks of each semester will be required for each student on academic probation. Academic units (e.g., programs, departments, etc.) will actively support mandatory advising for each student on probation.
- While on academic probation, the student will be advised to register for no more than 14 units.
- The probationary student and his/her advisor shall agree on the specific limitations and levels of involvement in extracurricular activities during the probationary period.

Removal

The student shall be removed from academic probation when the cumulative grade point average in all college work attempted and the cumulative grade point average at CSU, Chico is 2.0 or higher.

ACADEMIC DISQUALIFICATION

Definition

An undergraduate student on academic probation is academically disqualified when

- As a freshman (fewer than 30 semester hours of college work completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.
- As a sophomore (30 through 59 semesters hours of college work completed) the student falls below a grade point average of 1.70 in all units attempted or in all units attempted at the campus where enrolled.
- As a junior (60 through 89 units semesters hours of college work completed) the student falls below a grade point average of 1.85 in all units attempted or in all units attempted at the campus where enrolled.
- As a senior (90 or more semesters hours of college work completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

Academic Disqualification

The President may designate a campus official to act to disqualify an individual not on probation when the following circumstances exist:

- At the end of any term, the student has a cumulative grade point average below 1.0 and
- The cumulative grade point average is so low that in view of the student's overall educational record it seems unlikely that the deficiency will be removed within a reasonable period, generally considered to be one academic year, but determined on a case-by-case basis as appropriate by the President's designee.

Notification

The student who is disqualified at the end of an enrollment period under any of the above provisions shall be notified in writing by Academic Advising Programs before the beginning of the next consecutive regular enrollment period. The student disqualified at the beginning of a summer enrollment break shall be notified at least one month before the start of the fall semester. This notification will also describe the following policies related to appeal and reinstatement.

Appeal

- The student who wishes to appeal academic disqualification will write a letter of appeal to Academic Advising Programs which will submit it to the College Academic Status Committee of the student's major. This letter should include explanation of any extenuating circumstances leading to disqualification, remedies of the factor(s) leading to disqualification, academic records at other institutions since disqualification, or any other evidence which indicates a strong possibility of future academic success. The student

making an appeal should pay particular attention to the probable impact of any disability on previously unsatisfactory academic performance.

- The College Academic Status Committee (see part V below) will review each appeal case and will notify the student of its decision in writing. A copy of this notification will also be sent to Academic Advising Programs for the student's records.

Reinstatement

The student who receives clearance from academic disqualification will continue on probation and must earn a 2.01 GPA or better for all semesters after reinstatement. This will include the average of all terms taken at CSU, Chico including Intercession and Summer school courses. Academic progress will be evaluated at the end of each spring semester until the student reaches clear standing; otherwise, he/she will be subject to re-disqualification. Higher semester GPA requirements may be set and administered by the various College Academic Status committees. The granting of academic reinstatement does not imply readmission to CSU, Chico for the non-continuing student. The student who is not continuing must apply for readmission through the Admissions Office.

ADMINISTRATIVE-ACADEMIC PROBATION

Definition

An undergraduate student may be placed on administrative-academic probation by action of an appropriate academic unit (e.g., programs, departments, etc.) for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive semesters or in any three semesters. (Note: 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.)
- Repeated failure to progress toward the stated degree objective or other program objectives, when such failure appears to be due to circumstances within control of the student.
- Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (e.g., failure to complete EPT, failure to complete a specified number of units as a condition for receiving financial aid, etc.)

Notification

- When such action is taken, the student shall be notified in writing by the appropriate academic unit and shall be provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed. The student must be notified prior to the beginning of classes for the following semester.
- Copies of all correspondence regarding administrative-academic probation will be sent by the appropriate academic unit to 1) the student, 2) the student's College Academic Status Committee, 3) the Student Records Office, and 4) Academic Advising Programs.

- The monitoring of the student's progress in meeting the conditions necessary for the removal of administrative-academic probation is the appropriate academic unit's responsibility.
- Academic units may continue the student on administrative-academic probation more than one semester when the student fails to fully achieve the standards specified in the notification, providing the unit feels disqualification is not yet warranted. The unit must notify all relevant parties (#2 above) that they are continuing a student on administrative-academic probation for more than one semester.

Removal

The student shall be removed from administrative-academic probation by the academic unit when all conditions for removal have been met.

ADMINISTRATIVE-ACADEMIC DISQUALIFICATION

Definition

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/she, although not currently in such status, had been previously placed on administrative-academic probation.

Notification

- The appropriate academic unit will recommend to the College Academic Status Committee the student to be disqualified. The student will be notified in writing by the College Academic Status Committee before the beginning of the next consecutive regular enrollment period. The Student Records and Registration Office and Academic Advising Programs will also be notified.
- This disqualification notification will describe the reasons for the action as well as the policies on appeal and reinstatement
- If a student recommended for administrative-academic disqualification is subject in the same semester to academic disqualification, the latter action shall supersede the administrative action.

Appeal and Reinstatement

- A student who wishes to appeal administrative-academic disqualification will write a letter of appeal to Academic Advising Programs, which will submit it to the appropriate

College Academic Status Committee. This letter should include explanation of any extenuating circumstances leading to disqualification and/or remedies of the factor(s) leading to disqualification.

- The College Academic Status Committee will review each case and notify the student of its decision in writing. A copy of this notification will also be sent to the student, the academic unit, the Student Records and Registration Office, and Academic Advising Programs.
- A student who changes a major and is not subject to academic disqualification in the new major will be reinstated if his/her GPA in the new major is 2.0 or better. If the student's GPA in the new major is less than 2.0, or if he/she failed one or more required courses in the new major or obtained a grade of less than C, the College Academic Status Committee may deny the appeal for reinstatement.
- A reinstated student who changes his/her major may be denied enrollment in course work in his/her previous major or must first receive written permission from the unit chair/director of the former academic unit before enrolling.

ACADEMIC STATUS COMMITTEES

The College Academic Status Committee

Structure

- The dean of each college shall establish an Academic Status Committee consisting of at least one faculty representative from each department or program. Decisions concerning method of selection, term of service, and additional representation shall be determined by the college's faculty. One designee from Academic Advising Programs will serve on the committee as an ex-officio, non-voting member.
- Committee procedures (other than specified within this document) will be determined by committee consensus.

Functions

- The committee will receive and act upon appeals on disqualification for majors within that college.
- The committee will place students on and remove students from administrative- academic disqualification.
- The committee will receive recommendations from appropriate academic units regarding administrative-academic disqualification and will determine appropriate action.
- The committee will receive and act upon appeals from students on administrative-academic disqualification who are declared majors in that college. Academic Advising Programs will notify the dean of the college when a meeting of the committee is required.

The University Academic Status Committee

Structure

- The Executive Committee of the Academic Senate shall appoint one faculty member from each college. Appointments will be staggered three-year terms. Designees from Academic Advising Programs will serve as an ex-officio, non-voting member.
- Committee procedures (other than specified within this document) will be determined by committee consensus.

Functions

- The committee will receive and act upon appeals from students with undeclared majors on academic disqualification.
- The committee will receive and act upon appeals from students with undeclared majors on administrative-academic disqualification.
- The committee will also review appeals of decisions made by the College Academic Status Committee.
- Academic Advising Programs will notify the committee when cases of disqualification are to be considered. The appropriate dean will notify the committee of appeals from the college level.

Other

- Each committee shall meet early each semester to review the list of students whose academic records may be subject to disqualification by the end of that semester (i.e. , probationary students of either category.) This list will be provided by Academic Advising Programs as early as possible. The appropriate committee will notify students of their deficiencies and policies related to disqualification.
- Both committees will review and act upon other matters of academic status referred by the Vice President for Academic Affairs, the Academic Senate Chair, or the appropriate dean.