Effective Date: 7/18/2016

Definition	The policy governs the policies on probation, disqualification and reinstatement of undergraduate students.
Authority	Executive Order 1038
Scope	Undergraduate students according to their class levels based on units accumulated.
Responsible Division:	Academic Affairs

Karen S. Haynes, President — July 18, 2016 (Approval Date)

Graham Oberem, Provost and VP for Academic Affairs — 7/8/2016 (Approval Date)

Second Revision: 7/18/2016
First Revision: 08/25/2009
Implemented: 05/05/2003

I. EXECUTIVE SUMMARY

It is the policy of California State University San Marcos to place undergraduate students on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average at CSUSM falls below 2.0. Undergraduate students are subject to academic disqualification when their grade point average in all units attempted or in all units attempted at CSUSM falls below standards established by class level. Consideration for reinstatement is provided through a petition process.

II. ACADEMIC PROBATION

An undergraduate student will be placed on academic probation if, during any academic term, the overall GPA or the cumulative Cal State San Marcos GPA falls below 2.0 (a C average). The student shall be advised of probation status promptly. An undergraduate student shall be removed from academic probation when the overall GPA and the cumulative Cal State San Marcos are both 2.0 or higher.

III. ADMINISTRATIVE PROBATION

A student may also be placed on administrative probation by the Office of the Registrar for any of the following reasons:

A) 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 probation for such withdrawal.)

B) 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.

C) 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).

IV. NOTIFICATION OF ACADEMIC PROBATION AND ADMINISTRATIVE PROBATION

The student shall be notified in writing by the Office of the Registrar prior to the beginning of the next term of their probation status, and shall be provided with the conditions for removal from probation along with circumstances that would lead to disqualification, should probation not be removed.

V. ACADEMIC DISQUALIFICATION

Undergraduate students on academic probation shall be subject to academic disqualification when:

- As a freshman (less than 30 semester units completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at CSUSM;
- As a sophomore (30-59 semester units completed) the student falls below a grade point average of 1.70 in all units attempted or in all units attempted at CSUSM;
- As a junior (60-89 semester units completed) the student falls below a grade point average of 1.85 in all units attempted or in all units attempted at CSUSM; or
- As a senior (90 or more semester units completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at CSUSM.

VI. ACADEMIC DISQUALFICATION OF STUDENTS NOT ON PROBATION

Undergraduate students not on academic probation shall be disqualified when:

- At the end of any term, the student has a cumulative grade point average below 1.0 (a grade of D), and
- The cumulative grade point average is so low that it is unlikely, in light of their overall education record, that the deficiency will be removed in a reasonable period.

VII. ADMINISTRATIVE DISQUALIFICATION

A) An undergraduate student who has been placed on administrative probation may be disqualified if any of the following occur:

- The conditions for removal of administrative probation are not met within the period specified.
- The student becomes subject to academic probation while on administrative probation.
- The student becomes subject to administrative probation for the same or similar reason that the student has previously been placed on administrative 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.

B) Special Cases of Administrative Disqualification
In addition, an appropriate campus administrator, in consultation with the Office of the Registrar, 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 them 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.

VIII. CONSEQUENCES OF DISQUALIFICATION

Students who have been disqualified, either academically or administratively may not enroll in any regular campus session (e.g., open university) without permission from the Office of the Registrar and may be denied admission to other educational programs operated or sponsored by the University.

IX. NOTIFICATION OF ACADEMIC DISQUALIFICATION AND ADMINISTRATIVE DISQUALIFICATION

Students who are academically or administratively disqualified at the end of an enrollment period shall be notified by the Office of the Registrar 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 that, if met, would result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

X. REINSTATEMENT

Students who have been disqualified, either academically or administratively, 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 compelling evidence is provided, indicating their ability to complete the degree program. Petitions are reviewed by the Office of the Dean of the college of the student's major program, or, in the case of undeclared majors, the Office of the Dean of the College of Humanities, Arts, Behavioral and Social Sciences. The review must consider the probable impact of any medical condition on previous unsatisfactory academic performance.

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.

XI. NOTICE IN CAMPUS BULLETINS

A summary of the provisions for probation and disqualification shall appear in the General Catalog. Procedures for orientation of new students shall include distribution of written materials concerning all aspects of probation and disqualification as well as provisions for review and reinstatement.