

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

**S26-7, Graduate Academic Notice, Probation,
and Disqualification**

Legislative History:

On April 13, 2026, the Academic Senate approved University Policy, Graduate Academic Notice, Probation, and Disqualification, presented by Senator Vogel for the Instruction and Student Affairs Committee.

Rescinds: S16-16

Action by University President:

Date: April 20, 2026

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

**S26-5 Graduate Academic Notice, Probation, and
Disqualification**

Whereas, The current university policy is outdated and no longer consistent with other policies (e.g., F25-2 rescinded F12-7, so there are no more “Former Students Returning”); and

Whereas, Graduate probation and disqualification terminology has changed; and

Whereas, Graduate programs have different academic notice, probation, disqualification, and reinstatement procedures and therefore is being separated for clarity between the graduate and undergraduate processes; and

Whereas, The current university policy has become increasingly large and unwieldy, which considerably restricts its usability; therefore, be it

Resolved, That University Policy S16-16 be rescinded and replaced with the following on graduate probation and disqualification and a separate policy on undergraduate probation and disqualification.

Approved: March 9, 2026

Vote: 12-0-0

Present: Brown, Currin-Percival, Dao, Fryer, Gambarin, Johnson, Lee, Leisenring, Mathur, Masegian, Meniketti, Sullivan-Green

Absent: Akin, Chisholm, Giampaolo, Vogel

Financial Impact: No financial impacts are anticipated.

Workload Impact: No workload impact is anticipated.

University Policy

Graduate Academic Notice, Probation, and Disqualification

I. Graduate, Post-baccalaureate, and Credential Students

A. University Academic Notice and Continued Academic Notice

Graduate and post-baccalaureate teaching credential candidates will be placed on academic notice if at any time following a Fall, Spring, or Summer term their SJSU cumulative GPA falls below 3.0. The academic notice status is shown on the transcript.

Graduate students and credential candidates on academic notice will remain on continued academic notice when the following term GPA is 3.0 or better, while the SJSU cumulative GPA remains below 3.0. The continued academic notice status is shown on the transcript and is treated like academic notice in terms of academic standing.

Distinction between SJSU Cumulative GPA (as shown on the transcript) and Degree Program GPA (as shown on the candidacy form). All upper-division (100-level) and graduate-level (200-level) courses, including SJSU Open University courses taken while in a GRAD career, will be used in the calculation of SJSU cumulative GPA. Courses from other institutions, and courses from the SJSU undergraduate career, will not be counted in the graduate SJSU cumulative GPA. In addition, the degree program GPA (which is determined by all of the courses that appear on the candidacy form taken in a GRAD career), must also be a minimum of 3.0 for degree conferral. SJSU courses taken at the lower-division level (numbered below 100) will be shown on the student transcript, but cannot be used to satisfy graduate degree requirements and are not included in either the SJSU cumulative GPA or the degree program GPA calculations.

The Registrar's Office will notify students who are placed on academic notice when term grades are posted. The College of Graduate Studies students will inform students of the conditions required for return to good standing, the consequences of not maintaining a term GPA of 3.0, and the necessity of conferring with their graduate advisor.

Graduate and credential candidates will remain on academic notice or continued academic notice until they return to good standing or are disqualified. They are removed from academic notice and returned to good standing when the SJSU

cumulative GPA is at or above a 3.0. Academic Standing will be updated when a change affecting the SJSU cumulative GPA is made to the academic record, such as the addition of new grades (following a Fall, Spring, or Summer term) or approval of a petition for a grade change or retroactive withdrawal.

Completion of all Degree or Credential Requirements While on Academic Notice.

If a graduate student does not complete the graduate degree program with the minimum 3.0 GPA in the candidacy coursework, the student's program may terminate the candidacy or permit completing additional courses in an attempt to raise the degree program GPA to the 3.0 threshold. When the student's program department recommends the latter, the total allowable units that can be added, either as repeated classes or substituted electives, can be no greater than 30% of the total number of units for the individual degree for the entire graduate career. The additional courses can be ones already taken or courses to substitute for elective courses on the candidacy form. Note that the original grade, even with a substitution, cannot be eliminated; instead, grade averaging is used in GPA calculations. Any course with a grade less than a "B" may be repeated at the graduate level, but no more than 9 units in the graduate career, regardless of the number of units required in the degree program, can be repeated per University Policy F08-2.

Failure to raise the degree program GPA and SJSU cumulative GPA to 3.0 after completing these additional courses(s) will result in a termination of the student's candidacy and ability to earn the graduate degree.

Credential candidates who fail to achieve a 3.0 program GPA upon completion of the credential program will be precluded by the department from attempting additional coursework and, therefore, not be recommended for an award of a credential by the State of California.

B. University Academic Disqualification

Graduate students on academic notice or continued academic notice will be academically disqualified when the term GPA for a subsequent Fall or Spring term is below 3.0. The disqualified status is shown on the transcript.

C. Reinstatement following Academic Disqualification

Graduate students disqualified from the university for the first time can petition to be reinstated, unless otherwise disallowed by an accrediting body or other governing agency.

A graduate student may be reinstated without a petition based on the following:

SJSU Cumulative GPA Raised Due to Grading Change or Retroactive

Withdrawal. The SJSU Cumulative GPA may be raised to a 3.0 or better through retroactive (after the last day of classes) actions such as a student's completion of courses with Incomplete ("I") grades, retroactive course/semester withdrawals, or an instructor submitting a change of grade. The Office of the Registrar will automatically adjust academic standing whenever grades are changed or retroactive withdrawals are processed. If a change removes a disqualified academic standing, no reinstatement petition is required.

A graduate student may petition for reinstatement on the basis of one of these categories:

1. **Special Consideration.** This category is reserved for students who have spent substantial time (five years or more) away from SJSU since their disqualification and can demonstrate that their life experiences have prepared them for a successful return to school.

Because this category of reinstatement exists to give students a fresh start on their degree pursuit, past grades that led to the previous disqualification should not hinder a student's progress through the newly begun degree program.

Circumstances could exist in which the original scholastic performance was so poor that, even with excellent progress through the new degree program, the GPA could not be returned to a 3.0 level. Under this category of reinstatement none of the disregarded coursework may be used in the new degree program. By the same token, no other courses from any source may be transferred into the new degree program.

2. **Reinstatement Course Plan (RCP)** Reinstatement via a Reinstatement Course Plan is only allowed with the permission of the program to which the student wishes to reinstate. Note that some programs do not allow reinstatement after disqualification. A graduate student must confer with their or graduate program coordinator to develop a schedule of classes appropriate to the student's major. The courses must consist of a minimum of 6 units taken in a single term. They must be letter graded, upper division (100-level), and taken through SJSU Open University or SJSU's Extended Studies summer term. The 100-level courses may or may not be part of the graduation requirements for the student's degree program. The advisor may require more than 6 units of coursework but no more than 9 units. (International students must also work with an advisor from International Student and Scholar Services before their RCP is approved to ensure that their plan satisfies F-1 visa requirements.)

Graduate (200-level) courses are not permitted in the RCP, and disqualified students cannot enroll in 200-level courses. *Courses taken prior to approval of the RCP via submission of the Graduate Petition for Reinstatement will not be accepted.* Also precluded from the RCP are courses taken at another university, 300-level, 400-level, or 500-level courses, and lower- division courses. If the student plans to pursue a different degree program upon readmission to the university, the RCP must be applicable to the new major, be developed in conjunction with the graduate program coordinator in the new major, and demonstrate the student's capacity to complete the new graduate degree requirements. If a course on an approved RCP becomes unavailable, another reinstatement petition must be submitted and approved immediately after enrollment in a substitute course. Once the RCP has been completed successfully with a minimum GPA of 3.3 ("B+") with no course grades lower than a "B," the student will be reinstated and readmitted to the university and the degree program. Should the student fail to achieve the minimum GPA of 3.3 in the RCP additional Reinstatement Course Plans are permissible with entirely new classes and consent of the graduate program coordinator of the major they intend to reinstate into.

If a student obtains an approved RCP after having been disqualified and successfully completes it within two years of their disqualification, there is no need to reapply. If a student wishes to reinstate via RCP after this time period, they must file an application for readmission to register for classes following reinstatement. Students may apply for readmission during the semester in which the Reinstatement Course Plan is underway or immediately following their successful completion of the Reinstatement Course Plan.

Reinstatement is not allowed after a second disqualification. Unless documented extenuating circumstances result in rescinding the second disqualification, a graduate Petition for Reinstatement will not be accepted from students who have been disqualified more than once.

Graduate students reinstated following university disqualification normally return on academic notice. Subsequently, they must achieve a term GPA of 3.0 or better each fall, spring or summer term following readmission until their SJSU cumulative GPA is 3.0 or higher. Failure to attain a minimum term GPA of 3.0 will result in a second and final disqualification.

D. Administrative Probation and Disqualification

Per Sections 41300.1 Title 5, "... [A] graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress points. Such actions shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement..."

Despite maintaining a SJSU cumulative GPA of 3.0 or better, a graduate student's academic performance may fall below the minimum standards established by their program. In these cases, while students remain in overall good standing with the university, they are subject to administrative probation in, and disqualification from the graduate major. Each college, school, department, and program (hereafter referred to as "program") may employ a program-specific policy of administrative probation, disqualification, and reinstatement to the graduate program. The program policy criteria must be reviewed and approved by the ADRRC.

1. Administrative Probation

Graduate programs must ensure that program-level criteria and the consequences of being placed on administrative Probation and disqualification are clearly communicated to all students within the concerned degree programs. At a minimum, criteria in addition to or differing from university regulations must be posted on departmental and/or program websites and any other program documents, such as student handbooks.

Administrative probation must precede administrative disqualification in all but the most exceptional circumstances (see below). In most cases, a direct reassignment from good standing to disqualification is prohibited. In other words, at least one semester of administrative probation that is initiated by the department and approved by the College of Graduate Studies is required prior to disqualification from the university.

Students must be provided with the conditions for release from administrative probation and the circumstances that would lead to administrative disqualification should administrative probation not be cleared. When administrative probation occurs, students will be notified of the reasons in writing by the program, with copies delivered to the Associate Dean of Graduate Studies and the Registrar.

2. Guidelines and Criteria for Administrative Probation and Disqualification

Qualifying or Comprehensive Exams. Graduate programs that require qualifying or comprehensive exams must have policies governing program-level exam procedures available to all students and must include them on departmental and/or program websites and in any other program documents, such as student handbooks. Important information such as the number of times an exam may be attempted or remedial work to be completed in response to failing an exam must be made available.

Maximum Course Grade or GPA Requirements (Title 5).

Programs may not require individual course grades to be higher than “B” for graduate students. At the most, a department may require that each course required for the degree program be passed at this standard. The corollary is that the maximum GPA that can be required for any set of courses cannot be higher than 3.0 for graduate students.

Admission requirements and degree requirements are different. Admission to a graduate degree program may include supplemental criteria such as a GPA greater than the 3.0 threshold. However, once a student is admitted to a major, the degree requirements must be limited to “B or better” for graduate students.

Restrictions on Course or Unit Load Per Semester. Programs may restrict a student to two attempts of any course offered by the program. The university rules for repeating courses should be followed unless the program chooses to be more lenient than the university. Such criteria may be set as a minimum or maximum. For example, cohort programs may require that a minimum number of courses/units be taken each semester in order to best utilize resources or to ensure that the program is completed in a timely manner. Alternatively, setting a maximum number of units may make sense for students on academic probation/notice.

1. Approved course or semester withdrawals (“W” grades on the unofficial transcript) are considered to be without prejudice and should not be counted as an attempt at a course if the major program restricts the number of attempts for a course (per University Policy S09-7).
2. For graduate students, the university will use grade averaging in computing the SJSU cumulative GPA (per University Policy F08-2).
3. If the course in question is offered by another department, the program may consider only the first two attempts in determining administrative probation notice or disqualification status. The program cannot restrict the number of times a student enrolls in a course offered by another department, but it is permitted to ignore the grade from a third attempt to pass a class with a “B or better.”

Exceptions. Exceptions to the rule that administrative disqualification must be preceded by an academic probation period may be made in the following cases:

1. In clinical courses, laboratory courses, student teaching assignments, or other types of programmatic requirements, there may be such serious concerns about the safety or well-being of the student, other students, clients, patients, and so forth, that repetition of the courses is not reasonable. For such courses

or programmatic experiences, departments may establish “no repeat” policies, i.e., a course may not be repeated if not passed on the first attempt. However, the “no repeat” option would not have to be in place to disqualify a student from a course. In clinical or lab settings in which safety or well-being are severely compromised, an instructor may disenroll a student from the course, which may lead to disqualification from the major. In general, the immediate move from good standing to disqualification (without a term of administrative probation in between) should be associated with the inability to satisfy a specific course requirement on the first and only allowable attempt, not with a less specific programmatic requirement. Unless clearly falling into the category described here, courses by which immediate disqualification can be imposed must be approved in advance by the ADRRC.

2. A program can disqualify a student without a probationary period for behavior that fails to comply with professional standards of conduct appropriate to the field of study. This conduct could occur in or out of class. It must be highly egregious for the disqualification action to be taken. Generally, a department will base its decision on a student’s failure to comply with a written set of professional standards in the field of study. The disqualification is appealable through ADRRC.
3. Conditional acceptance to a program is, in effect, acceptance under administrative probation. Typically, a specified set of courses or requirements must be passed prior to being classified in the program. There may be time limits or unit limits established to satisfy the conditions, which, if not met, may lead to disqualification without an intervening term on explicit administrative probation. Cohort programs must provide in their policies a reasonable accommodation for students who must stop out for legitimate reasons.
4. Teaching credential students do not receive a degree from SJSU and are subject to the regulations of the state legislature and licensing agency. Credential courses that exceed the seven-year limit cannot be revalidated. As with graduate master’s degree programs in the CSU, the SJSU cumulative GPA and degree program GPA on the candidacy form must be at 3.0 or above for completion. In the case of credentials, a recommendation from the university to the state credentialing agency would be withheld without the requisite GPA. Students who fail to achieve this level of scholastic success or who are deemed dispositionally unsuitable for a teaching career can be precluded by the program from repeating courses or taking other courses to raise the GPA and so are effectively permanently terminated from the university without the credential recommendation.

3. Reinstatement after Administrative Disqualification

Without compelling reasons, administratively academically disqualified graduate students may not be reinstated to the program from which they were dismissed.

Should a graduate student wish to be considered for admission into a different program, they may apply for readmission to the university in the new program. Disqualified students may not take graduate-level courses through SJSU Open University or SJSU Extended Studies.

II. Appeal of Administrative Probation or Disqualification for Graduate Students

Upon receiving notice of administrative probation or disqualification, a student should first consult with their advisor, graduate program coordinator, and/or department chair. A student may appeal the decision based on (a) advising or administrative errors, (b) actions by the department or school that were contrary to university policy, or (c) extenuating circumstances. Appeals must be filed within one month after receiving notice of administrative probation or disqualification.

In cases of extenuating circumstances, a student must present evidence of such circumstances beyond their control that disrupted previously satisfactory academic performance, and documentation that such conditions will no longer affect academic performance.

The student should first formally appeal to their program. A report of the results of this appeal and the program's recommendation should be forwarded to the ADRRC.

Establishing and evaluating the procedure for the appeal process is the charge of the ADRRC. The following operating rules have been put into effect for appeals of administrative probation and disqualification.

1. **Student Appeal Filing.** Students must submit a written appeal to the appropriate appeals officer of the ADRRC, the Associate Dean, within one month after receiving the program's decision. The student name, ID, contact information (email and phone), unofficial transcript, and a personal statement must be included.
2. **Validity of Appeal.** The appeals officer is afforded the authority to determine whether adequate grounds exist for a formal hearing. The appeals officer will conduct a review to determine whether the student has been treated according to the approved departmental/school policy (that is,

whether policy has been faithfully executed by the department or school), whether the student was adequately and reasonably informed of the policy, whether an adequate and persuasive written record of actionable student conduct was constructed, and whether the student's conduct and/or course grade makes them subject to the consequences of the policy. If the case cannot be settled by consultation with department/school advisors or program coordinators and if the complaint is based on violation of an approved departmental policy that the ADRRC deems to be confusing, unclear, or unfair, then the ADRRC will form a subcommittee and schedule a hearing, normally within 45 working days of receiving the student appeal.

3. **Subcommittee Structure.** The subcommittee will be chaired by the Associate Dean of Graduate Studies, who will also be a voting member. The subcommittee will further consist of one college Associate Dean as a second voting member, chosen on a rotating basis. The Associate Dean of the college in which the student's program resides will also serve, but as a nonvoting member. The third voting member, again on a rotating basis, will be an ADRRC member who is not an Associate Dean.
4. **Hearing Rules.** Documentation can be submitted by either party but must be disclosed to the other party. Testifying individuals may include the student complainant, the department chair/school director or a designee, and other individuals requested by either party if deemed relevant by the subcommittee chair. Nontestifying individuals present for emotional support or legal representation may not speak unless directly addressed.
5. **Decisions.** Unless additional testimony or significant investigation is needed following an appeal hearing, the ADRRC subcommittee will notify the student of its decision in writing within 10 working days. Of the three voting members of the subcommittee, a majority is needed for a decision.

Students have the right to consult with the University Ombudsperson at any point during this process.