

Probation and Disqualification from the Major

Accepted as Department policy effective January 28, 2011

Vote: Yes (26), No (0), Abstain (0)

Policy revised on September 23, 2011

Votes in attendance: Yes (23), No (0), Abstain (0)

Background:

Pursuant to SJSU Academic Senate Policy S10-6, I-F (Academic Standards - Probation and Disqualification)

“Despite maintaining a SJSU cumulative GPA of 2.0 or better, students’ academic performance in the major may fall below the minimum standards for those majors. In these cases, while students remain in overall good standing with the University, they are subject to probation and disqualification from the major. Each college, school, department, and program (hereafter referred to as “program”) may employ a policy of probation and disqualification from the major.”

Additionally (Other notes from S10-6);

- Programs may use program-specific criteria for determining probation in the major, disqualification from the major, and reinstatement into the major. Such criteria and procedures will be reviewed and approved by the ADRRC.
- Programs employing a disqualification from the major policy must ensure that all students within the concerned majors are advised of this policy.

Department of Psychology Policy on Probation and Disqualification from the Major

A. Definitions:

1. “SJSU GPA in the major” for purposes of probationary GPA calculations:
 - a. Is the GPA of those courses taken at SJSU that have a PSYC or STAT prefix and any course listed as “*Preparation for the Major*” in the university catalog; and,
 - b. Must include at least 6 units of coursework in the major or preparation for the major.
2. *Units in the major*
 - a. Is the sum of all qualifying units towards the major from courses taken at SJSU or transferred to SJSU that meet the “*Preparation for the Major*”, “*Lower Division Core*”, “*Upper Division*”, or “*Psychology Electives*” sections of the program requirements listed in the university catalog.
3. *Probationary Semester* in the current policy:
 - a. Refers only to Fall or Spring semesters; and
 - b. Is the semester in which the student was notified of their probationary status prior to the 5th day of instruction for the semester
 - i. i.e., May 1st, July 1st, or Sept. 1st notification leads to Fall being the *probationary semester*; any notification in November would lead to Spring being the *probationary semester*.
4. *Notification of Probationary Status* in the current policy:

- a. Will be in writing (explicitly including the possibility of email sent to the students self-identified preferred email address and/or the use of the MySJSU messaging feature); and
 - b. Shall provide the student with the conditions for release from probationary status and the circumstances that would lead to disqualification from the major, should probation not be discharged; and
 - c. Will include advice to meet with an advisor in the major to discuss actions required to release the student from probationary status.
5. *Notification of Disqualification* in the current policy:
- a. Will be in writing (explicitly including the possibility of email sent to the students self-identified preferred email address and/or the use of the MySJSU messaging feature); and
 - b. Will state that the student is no longer a Psychology major
 - c. Will state that the student is no longer eligible to continue in the major
 - d. Will state that their major will be (or has been) changed to undeclared unless another major for which they are qualified has been officially declared.
 - e. Will include a referral of the students to seek both Psychology and undeclared advising.
6. *Semester after the Probationary Semester* in the current policy refers only to Fall or Spring semesters.

B. Policy

Probation in the major:

Students will be placed on probation in the major when either:

1. The students "*SJSU GPA in the major*" falls below 2.0; or
2. If the student has not completed 12 "*units in the major*" (including transfer courses) by the time they have completed 71 units of coursework that could count towards an undergraduate degree from SJSU.

Disqualification from the major:

If student on probation in the major still meets the criteria for probation after the grades and units from the *semester after the probationary semester* have been added to their academic record, the student will be disqualified from the major and will receive *Notification of Disqualification*.

Reinstatement to the major:

Disqualified students will be eligible for reinstatement to the major upon either:

1. The successful completion of a study plan developed in consultation between the student and her or his Psychology advisor that:
 - a. addresses scholastic deficiencies and demonstrates that the student is ready to resume rigorous academic work; and,
 - b. yields a course history that meets the current requirements for approval of an application for a change of major to psychology; or.
2. The signature of an authorized representative from Psychology on a "*Petition for Reinstatement for Undergraduates*" for a student previously disqualified from

SJSU shall be sufficient cause for reinstatement to the major when the student is readmitted as a matriculated student.

Appeals:

In cases of error or extenuating circumstances, a student, upon receiving notice of probation or disqualification, may (in a timely manner) petition, in the form of a letter to the Chair of the Department of Psychology, for a reconsideration.

1. The letter will:
 - a. Include an explicit request to appeal the probation or disqualification.
 - b. Provide the facts to be taken into account in evaluating the request.
2. In the case that a resolution is not clear-cut, the Curriculum Committee will review the issues raised and make a recommendation to the Department Chair.
3. The Department Chair will advise the student of the Department's decision.
4. In the case of a negative decision, the student may appeal to the university *Academic Disqualification and Reinstatement Review Committee (ADRRC)*. After review of the petition, the ADRRC will make their recommendation to the Associate Vice President for Undergraduate Studies to confirm or rescind action.

C. Dissemination:

A link to this policy will be distributed (consistent with probationary notification procedures) to all Psychology majors.

D. Scope:

This policy covers both the BA and BS programs in Psychology. It does not cover the MA and MS programs in Psychology.