

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

**S26-6, Undergraduate Academic Notice, Probation,  
and Disqualification**

**Legislative History:**

On April 13, 2026, the Academic Senate approved University Policy, Undergraduate 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, Undergraduate 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Whereas, The current university policy is outdated and no longer consistent with other policies (e.g., F25-2 rescinded F12-7, ); and

Whereas, Undergraduate notice, probation, and disqualification standards and terminology have changed; 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Resolved, That University Policy S16-16 be rescinded and replaced with the following policy on undergraduate notice, probation, and disqualification and a separate policy on graduate notice, probation, and disqualification.

Approved: March 9, 2026

Vote: 13-0-0

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

Absent: Akin, Giampaolo, Vogel

Financial Impact: No financial impacts are anticipated.

## **University Policy**

### **Academic Notice, Probation, and Disqualification**

Per Sections 41300 and 41300.1 Title 5 of the California Code of Regulations, undergraduate students studying for a baccalaureate degree are expected to maintain a grade point average (GPA) of 2.0 or better in their academic work at SJSU in order to be classified as being in good academic standing. In determining a student's eligibility to remain enrolled at SJSU, both quality of performance and progress toward the degree or other program objectives are weighed. Quality of performance is determined by the GPA in all letter-graded courses. Other factors, such as the total number of units taken, the number of courses repeated, or the GPA in the major may be considered in determining progress toward degree or other degree program objectives.

#### **A. Academic Notice and Continued Academic Notice**

Undergraduate students will be placed on academic notice by the university if at any time following a Fall, Spring, or Summer term, their SJSU cumulative GPA falls below 2.0. This-status is noted on the transcript.

Undergraduate students on academic notice will remain on continued academic notice when the following term GPA is 2.0 or better but the SJSU cumulative GPA remains below 2.0. Continued academic notice status is noted on the transcript and is treated like academic notice in terms of academic standing.

First-year students<sup>1</sup> placed on academic notice are not subject to disqualification until they have earned 30 units at SJSU or have completed three semesters, whichever comes first.

The Registrar's Office will notify students who are placed on academic notice after term grades are finalized. The notification will include an advisor referral. Colleges may restrict the unit load of undergraduates on academic notice until they return to good standing.

Undergraduate students on academic notice or continued academic notice may have registration holds placed on their records by their colleges. These holds prevent further registration activities until students meet with an advisor to create a study plan to raise their SJSU cumulative GPA to at least 2.0. The registration hold may continue until the student returns to good standing.

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<sup>1</sup>“First-year students” are defined as first-time students who have earned fewer than 30 total units at SJSU. Transfer students are not included in this category.

Undergraduate students will remain on academic notice or continued academic notice until they return to good standing or are disqualified. They will be removed from academic notice and are returned to good standing when the SJSU cumulative GPA is at least 2.0. 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 course drop, or semester withdrawal.

## **B. University Academic Disqualification**

Undergraduate students on academic notice or continued academic notice will be academically disqualified when the term GPA for a Fall or Spring semester falls below 2.0. The disqualified status is shown on the transcript. First-year students will not be disqualified before they have earned 30 units at SJSU or have completed three semesters, whichever comes first; instead, first-year students whose term GPA is below 2.0 will be placed on continued academic notice until 30 units are earned. Academically disqualified students are prohibited from further enrollment, except in Open University.

## **C. Reinstatement Following Academic Disqualification**

Undergraduate students disqualified from the university may petition to be reinstated. The reinstatement petition includes department, college, and Office of Undergraduate Education approvals. Reinstatement into the university after academic disqualification does not guarantee reinstatement into the previous major. Undergraduate students who do not obtain department or college-level approval for reinstatement into their previous majors may petition for reinstatement into new majors or into an undeclared status. The ADRRC is charged with evaluating guidelines for reinstatement. Four categories are available for petitioning for reinstatement as an undergraduate student:

1. **Raising the SJSU Cumulative GPA to 2.0 or Better.** Generally, the SJSU cumulative GPA is raised through SJSU Open University coursework, although retroactive actions by students, such as completion of Incomplete (“I”) grades or course drops may also raise the SJSU cumulative GPA.
2. **Extenuating Circumstances.** Reinstatements in this category will be granted only for serious and compelling circumstances beyond a student’s control, that are clearly documented in the petition.
3. **Petitioned Grade Change.** This category is reserved for changes in grade approved under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy S09-7. If a timely grade change results in an increase in the

term GPA or in the SJSU cumulative GPA to 2.0 or better, the student may qualify; not only for reinstatement under this category, but also for the rescinding of the academic standing of academic notice or disqualification, noted on the transcript.

4. **Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, such students have spent substantial time away from SJSU since disqualification and can demonstrate that their life experiences have prepared them for a successful return to school. Generally, students must be eligible for readmission on academic notice prior to approval under this category. Multiple reinstatements under this category are rarely granted.

#### **D. Academic Notice in the Major**

Undergraduate students may be placed on academic notice in the major when the major GPA falls below 2.0. The major GPA is generally defined by the section of the catalog labeled Requirements of the Major, but for the purposes of this policy major GPA may be specified to include courses in Preparation for the Major. SJSU and non-SJSU courses should be considered if applicable.

Departments and schools must notify students in writing of academic notice in the major or disqualification from the major status no later than two weeks following the posting of university academic standing. Students must also be provided with the conditions for release from notice and the circumstances that would lead to disqualification should the student not return to good standing. Undergraduate students must be advised to meet with an advisor in the major to design a study plan to raise their major GPA to 2.0 in the next semester of enrollment.

#### **E. Academic Disqualification from the Major**

If undergraduate students on academic notice in the major fail to achieve a minimum term GPA of 2.0 in the major during a subsequent Fall or Spring semester, they may be disqualified from the major. Departments and/or colleges must notify the Registrar's Office when this occurs.

Students disqualified under this policy will be notified by the program that they are no longer eligible to continue in the major and that their major will be changed to "undeclared" unless another major for which they are qualified is selected. Notification will include a referral of the students to appropriate advisors for consultation.

A direct reassignment from good standing in the major to disqualification from the major is prohibited. In other words, at least one semester of academic notice in the major is required prior to disqualification from the major. The underlying philosophical premise is that students should be placed on notice prior to disqualification.

## **F. Guidelines and Criteria for Academic Notice in the Major and Disqualification in the Major**

**Maximum Course Grade or GPA Requirements.** Programs may not require individual course grades to be higher than “C” for undergraduates. At the most, a department may require that each and every 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 2.0 for undergraduates. Related to these general guidelines are the following stipulations:

Admission requirements and degree requirements are different. Admission to an impacted degree program may include supplemental criteria such as a GPA greater than the 2.0 threshold. However, once a student is admitted to a major, the degree requirements must be limited to “C or better” for undergraduates (Title 5).

**Restrictions on Course or Unit Load Per Semester.** Programs may restrict a student to two attempts of any course offered by the program. The basic guideline is that the university rules for repeating courses should be followed unless the program chooses to be more lenient than the university. Unit load parameters may also 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 while student knowledge is still current. Alternatively, setting a maximum number of units may make sense for students on academic notice in the major. Special situations include the following:

1. Approved course drops or semester withdrawals (W grades) are considered to be without prejudice and should not be counted as an attempt at a course if the program restricts the number of attempts of a course (per University Policy S09-7).
2. If grade forgiveness is allowed (undergraduates only), then the repeat grade must be considered without prejudice (as implicit in University Policy F08-2).
3. If grade forgiveness is not possible when a course is attempted multiple times, the university will use grade averaging in computing the all applicable SJSU GPA (per University Policy F08-2). A program may also do this or may

consider the final attempt at the course or the highest grade in the course for the purposes of the major GPA or to satisfy any requirements prior to completion of the major.

4. If the course in question is offered by another department, the program may choose to consider only the first two attempts in determining academic notice or disqualification status. Clearly, the major department cannot restrict the number of times a student enrolls in a course offered by another department, but it is permitted, for instance, to ignore the grade from a third attempt to pass a class with a C or better.

### **G. Reinstatement to the Major**

Programs employing a policy for disqualification from the major may have a procedure or set of conditions for reinstatement of those students into the major. Conditions for reinstatement should be clearly communicated to students at the time they are disqualified. If it is not possible to be reinstated after a programmatic disqualification, then that too must be communicated.

### **H. Appeals of Academic Notice and Disqualification from the Major**

In cases of administrative error or extenuating circumstances, upon being notified of academic notice or disqualification from the major, students may petition to an appropriate faculty committee at the program level or to the department chair/school director to appeal such action. In the case of a negative decision in response to the petition, students may appeal to the ADRRC, the process for which is described in Section III below. After review of the petition, the ADRRC will make a recommendation to the Associate Dean of Undergraduate Education to confirm or rescind the action.

### **I. Administrative Probation and Disqualification**

Per Sections 41300.1 Title 5, "An undergraduate [...] student may also be placed on administrative 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..." Moreover, a student may be placed on administrative probation if there are noted behavioral or safety concerns.

**Limitations.** As with academic notice and disqualification, administrative probation must precede administrative disqualification in all but the most exceptional circumstances (see below).

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

1. In clinical courses, laboratory courses, or other types of programmatic requirements, there may be such serious concerns about the safety or well-being of the student or other students, clients, patients, etc., that repetition of the course is untenable. 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. The course catalog description, course syllabus, and programmatic information must all clearly provide this information. 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.
2. There may be time limits or unit limits established to satisfy certain conditions, which, if not met, may lead to disqualification from the major degree program without an intervening term on academic notice. Cohort programs must provide in their policies a reasonable accommodation for students who must stop out for legitimate reasons.

**Transcript Notation.** Both administrative probation and disqualification statuses will be shown on the transcript.

## **J. Appeals of Administrative Probation and Disqualification**

Upon receiving notice of administrative probation or disqualification, students should first consult with their program coordinators and/or advisors, then, if necessary, file a written appeal first with a program-level faculty committee, then with the ADRRC. In either case, the appeal should be based on (a) advising or administrative errors, (b) actions by the department or school that were contrary to university policy, or (c) extenuating circumstances.

A critical first step in the appeal process is consultation by a student with an advisor representing the major in which reinstatement is sought. A report of the

consultation and the advisor's recommendation should be forwarded to the ADRRC.

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

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 of Undergraduate Education, within one calendar month after the start of the succeeding Fall or Spring semester. 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 Undergraduate Education and they will also be a voting member. The subcommittee will further consist of two ADRRC members as voting members, 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.
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.

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