

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-009-189

Academic Standing Policy Update

Academic Affairs Committee

Date: February 2019

Executive Committee  
Received and Forwarded

Date: March 6, 2019

Academic Senate

Date: March 27, 2019  
First Reading

## **Background**

**Deadline Date:** Feb 01, 2019

**Justification for deadline:** Policy needs to be in place to be included in 2019-20 catalog and to advise students accordingly before the end of the 2018-19 academic year.

### **Background:**

The proposed update to the [Academic Standing Policy](#) aligns with CPP's commitment to supporting students in achieving their educational goals and making progress towards graduation by providing timely interventions through advising and holistic support. This proposal has been discussed and vetted with department chairs, associate deans, the semester conversion advising sub-committee, academic advisors, and programmers in IT. This proposal is informed by policies across the CSU system and modeled after Cal State LA and Fresno State.

It is important to note that in Fall 2018, Disqualification One (DQ 1) was renamed to Probation with Contract (PwC) and Disqualification Two (DQ 2) was renamed to Disqualification, to align and comply with federal financial aid policies. The federal government does not recognize "disqualification" as an active student status. However, DQ 1/PwC status is still considered an active student status under our existing policy. This change in terminology permits CPP to offer financial aid to students during their grace or reinstatement period – both active student statuses are allowed in the current academic standing policy.

### **Recommended Resources:** Sep Eskandari, Associate Provost

Department Chairs

Associate Deans

Jessica Wagoner, Senior AVP for Enrollment Management

Diana Minor, Director of Financial Aid & Scholarships

University Advising Committee (formerly Semester Conversion Advising Committee)

College Advisors

### **Attachment 4:**

<https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745905/440092288/ortmeimer-hooper-2008-iamnotesl.pdf>

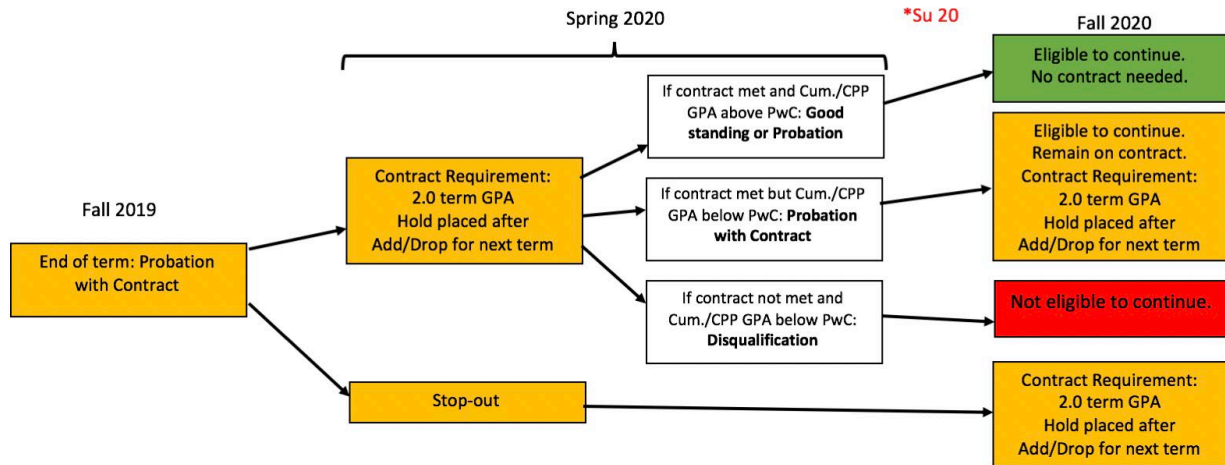
### **Discussion:**

Proposed amendments as follows:

[Proposed Academic Standing Policy Update – Probation with Contract and Disqualification](#)

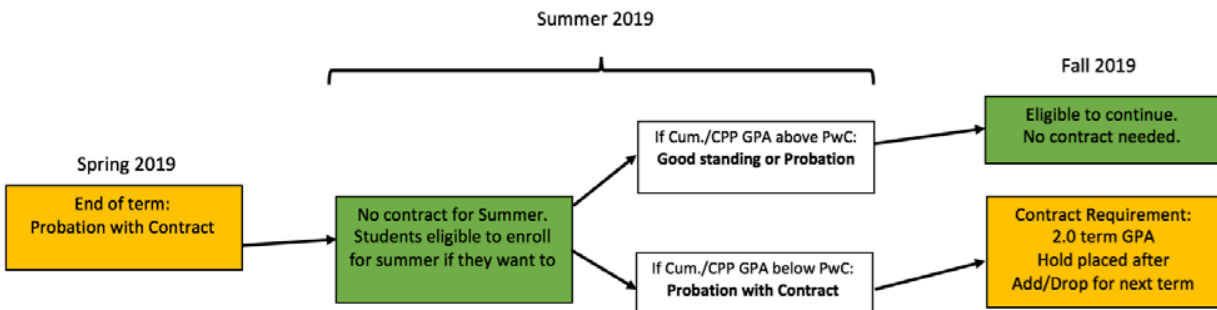
The specifics of the proposed policy are listed below. We have also included a chart at the end of the document to illustrate the proposal.

- The first time that students' Overall and CPP GPA fall below 2.0, students will be on **Probation**, even if their GPA falls below the **PwC GPA threshold**. **This is not a change to the existing policy.**
- The **PwC GPA thresholds** by class standing will remain the same, per Chancellor's Office policy.
- When students fall below PwC GPA threshold, they will be assigned the PwC academic standing status (formerly known as DQ 1), which will allow them to continue to be enrolled in the term immediately following the term in which their PwC was assigned.
- Students who are placed on PwC must earn a **term** GPA of 2.0 or higher for each subsequent consecutive term that they are in this status, until they have raised their overall and CPP GPA higher than the PwC status for their class standing. The determination regarding PwC status will occur term by term, rather than at the end of 16 semester units. If they do not meet the term GPA of 2.0 or higher at the end of each term they are on PwC, the student will be considered Disqualified (formerly Disqualification 2) and will not be allowed to continue at CPP.
- Once students have raised their Overall and CPP GPA above PwC status, students are no longer subject to meet the PwC requirements, though Probation guidelines may then apply.
- During all terms in which students are in PwC, students will also receive an advising hold and will be required to meet with a retention and graduation advisor to discuss a path to success.
- When students are placed on PwC, they will be prohibited from enrolling in more than 13 units. This will allow students to develop and follow an academic plan that will increase their likelihood to get out of academic difficulty.
- Also, while the 2.0 GPA is a minimum requirement and may not be enough for students to get out of a PwC status, their assigned retention and graduation advisor will advise them on the GPA requirements needed to graduate and refer them to academic and student support resources (e.g., tutoring, supplemental instruction, time management, etc.) that can help them excel and achieve higher GPAs.
- Students can fall into Disqualification (formerly DQ2) in two ways:
  - If students do not meet the term GPA of 2.0 or higher at the end of any term following their first PwC status.
  - If, after a first PwC status, students successfully raise their CPP and Overall GPA above the PwC threshold, but then their GPA falls below the threshold in a subsequent term.
- Lastly, this proposed policy eliminates the need for students to complete an appeal or reinstatement form, which often poses unintended impediments. Instead, PeopleSoft rules will be built to automate and streamline the process, which will allow for timely interventions with students and information for academic advisors.

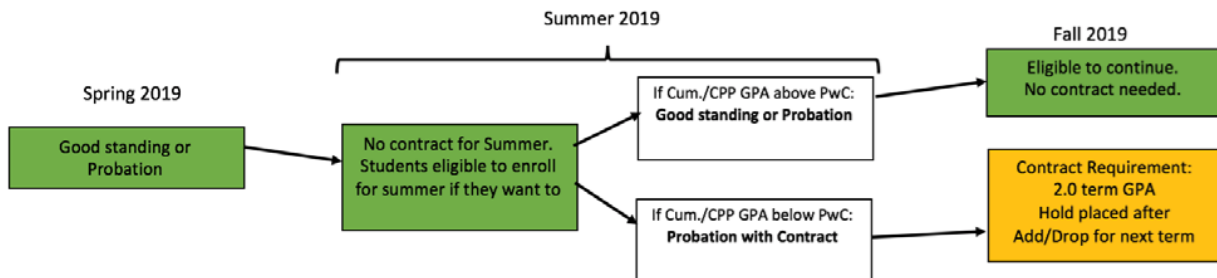


**\*Process proposal for summer terms**

- Summer terms will not count towards the outcome of the DQ contract, unless their grades during Summer moves them to probation or good standing.



- However, if students become disqualified for the first time during Summer, they will be on contract the subsequent term:



Below was the original CPP policy with areas affected highlighted:

**2.0 Good Standing**

An undergraduate student is considered to be in good standing when a cumulative grade point average of 2.0 (C) for all university level work attempted and for all such work attempted at Cal Poly Pomona is earned.

If a student's GPA remains below 2.0 for more than two ~~three~~ consecutive semesters ~~quarters~~, the student will not be certified for veterans educational benefits until his/her academic status is restored to good standing.

### 3.0 Early Warning

All undergraduate students with a Cal Poly GPA of less than 2.2 will have an advising hold placed systematically on their record. The students will not be able to register until they have cleared this hold with their major department.

### 4.0 Academic Probation

An undergraduate student shall be placed on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average for work attempted at Cal Poly Pomona falls below 2.0. The student shall be advised of probation status promptly.

The first time an undergraduate student's cumulative grade point average in either work attempted at Cal Poly Pomona or for all college level work attempted falls below 2.0 he/she shall be placed on academic probation, even in circumstances where his/her GPA falls below the disqualification thresholds as described under section 3 of this policy.

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted, and the Cal Poly Pomona cumulative grade point average is 2.0 or higher.

After the first occurrence of the GPA falling below 2.0, students may be academically disqualified as detailed in section 5.0 of this policy without first being put on probation.

**NOTE: Here- Probation becomes Probation with Contract. This was formerly known as DQ1**

### 5.0 Academic Disqualification

After attempting 12 semester units at Cal Poly Pomona, an undergraduate student is subject to Academic Disqualification if at any time:

- a) As a freshman (less than 30 semester units of college work completed) the student's cumulative grade point average falls below 1.50 in all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.
- b) As a sophomore (30 through 59 semester units of college work completed) the student's cumulative grade point average falls below 1.700 for all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.

- c) As a junior (60 through 89 semester units of college work completed) the student's cumulative grade point average falls below 1.85 for all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.
- d) As a senior (90 or more semester units of college work completed) the student's cumulative grade point average falls below 1.95 for all units attempted at Cal Poly Pomona, or in all college level course work attempted overall.

NOTE: Here's the big change- rather than all these rules, students subject to PwC must have a term GPA of 2.0 or higher and are limited to enrolling in no more than 13 units. A student could be on PwC for a longer period of time than allowed above, as long as each semester, the student was at a 2.0 or above for that semester. We believe this is overall a more lenient policy and students who are making satisfactory progress but are not yet above a 2.0 won't have to appeal each year.

An undergraduate student who is academically disqualified will not be allowed to attend for at least one semester. All academically disqualified students shall be notified of their disqualification before the beginning of the semester following the assignment of that academic standing. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is to be effective immediately\*. The disqualification notification shall include any conditions which, if met, will result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment. Students will not be allowed to attend the semester following academic disqualification. Students who do not attend two semesters consecutively in one calendar year are considered to have broken continuous enrollment status.

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the Registrar's Office. Except in extraordinary circumstances, appeals will be considered only if the student's CPP and overall grade point average, during the semester subsequent to disqualification, have improved enough to remove the student from disqualification status. Students will be notified of their College Appeals Committee's decision no later than the last day to register for the semester in question. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification. Students who are disqualified at the end of the spring semester shall have until the end of the following fall semester to appeal the restriction on enrollment.

Note: This is no longer relevant.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the college dean. After reinstatement, students must be removed from disqualification status

by the time they have attempted an additional 16 semester units in baccalaureate level courses. The student and the department chair must agree upon this coursework at the time of reinstatement.

Undergraduate students who do not remove the disqualification within the 16 semester-unit limit and academically disqualified undergraduate students who attain good standing or probationary status and then become disqualified again shall normally not be eligible to re-enroll at the university. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or re-admission after a second disqualification.

**Note:** This is simply no longer relevant.

### **Recommendation:**

The committee recommends that we update our academic standing policy: The Academic Senate recommends approval of the following revisions to Policy No. 1430 and Policy No. 1431 and to accordingly update these policies, and include the date of revision, in the online University Manual:

Recommended Policy (*Black font is AS 2462-145/AA which supersedes Policy No. 1431 and contains significant overlap with Policy No. 1430*). Policy 1430 below attempts to combine policies 1430, 1431 (based on AS 2462-145/AA) and EO 1038 into a single policy for undergraduate students. Policy No. 1431 can then be designated for postbaccalaureate students.

## **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1430\***

### **ACADEMIC STANDING - UNDERGRADUATE STUDENTS**

#### **1.0 Purpose**

The purpose of this policy is to establish the criteria for assignment of Probationary and Disqualification academic standings to undergraduate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, Sections 41300 and 41300.1 of Title 5 of the California Code of Regulations, and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of the California State University.

#### **1.0 Good Standing**

An undergraduate student is considered to be in good standing when a cumulative grade point average of 2.0 (C) for all university level work attempted and for all such work attempted at Cal Poly Pomona is earned.

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\* Revised AY 2016-2017

If a student's GPA remains below 2.0 for more than two consecutive semesters, the student will not be certified for veteran educational benefits until the academic status of the student is restored to good standing.

## **2.0 Early Warning**

All undergraduate students with a Cal Poly GPA of less than 2.2 will have an advising hold placed systematically on their record. The students will not be able to register until they have cleared this hold with their major department.

## **3.0 Academic Probation**

An undergraduate student shall be placed on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average for work attempted at Cal Poly Pomona falls below 2.0. The student shall be advised of probation status promptly.

The first time an undergraduate student's cumulative grade point average in either work attempted at Cal Poly Pomona or for all college level work attempted falls below 2.0 the student shall be assigned Probation with Contract status (PWC).

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted, and the Cal Poly Pomona cumulative grade point average is 2.0 or higher.

After the first occurrence of the GPA falling below 2.0, students may be academically disqualified as detailed in section 5.0 of this policy without first being put on probation.

## **4.0 Academic Disqualification**

Students can fall into Disqualification in two ways:

- 1). If students do not meet the term GPA of 2.0 or higher at the end of any term following their first PwC status, while they remain in PwC status.
- 2) If, after a first PwC status, students successfully raise their CPP and Overall GPA above the PwC threshold, but then their GPA falls below the threshold in a subsequent term.

All academically disqualified students shall be notified of their disqualification before the beginning of the semester following the assignment of that academic standing. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is to be effective immediately\*. Failure to notify students does not create the right of a student to continue enrollment. Students will not be allowed to attend the semester following academic disqualification.



Students who do not attend two semesters consecutively in one calendar year are considered to have broken continuous enrollment status.

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the Registrar's Office. Only in extraordinary circumstances, will appeals be considered. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification. Students who are disqualified at the end of the spring semester shall have until the end of the following fall semester to appeal.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the college dean. After reinstatement, students must maintain a grade point average of 2.0 or better each subsequent semester, and may take no more than 13 units until the overall and Cal Poly Pomona grade point average is 2.0 or better.

## 5.0 Administrative-Academic Probation

An undergraduate student may be placed on administrative-academic probation for any of the following reasons:

- a) Withdrawal from more than two-thirds of a program of study in two successive semester or in any three semesters. A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative- Academic 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 semester units of 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 (example: 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) .

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

## 6.0 Administrative-Academic Disqualification

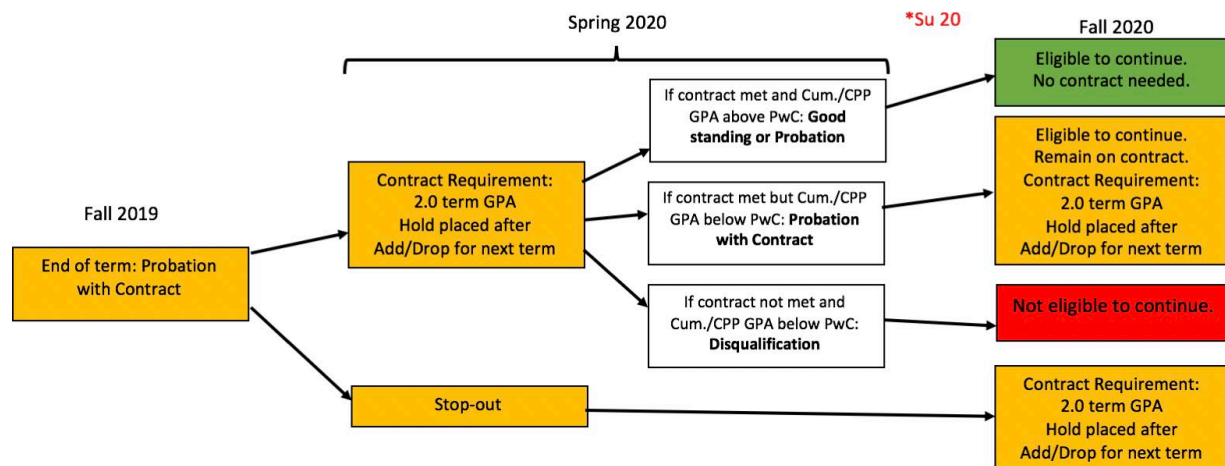
A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

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

When a student has been placed on administrative-academic disqualification he/she shall receive written notification including an explanation of the basis for the action.

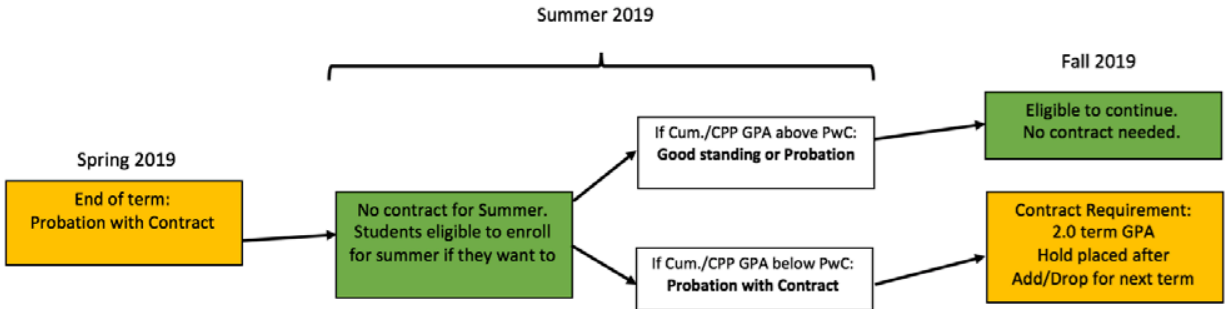
In addition, the Office of Academic Programs may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur 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.

Example:

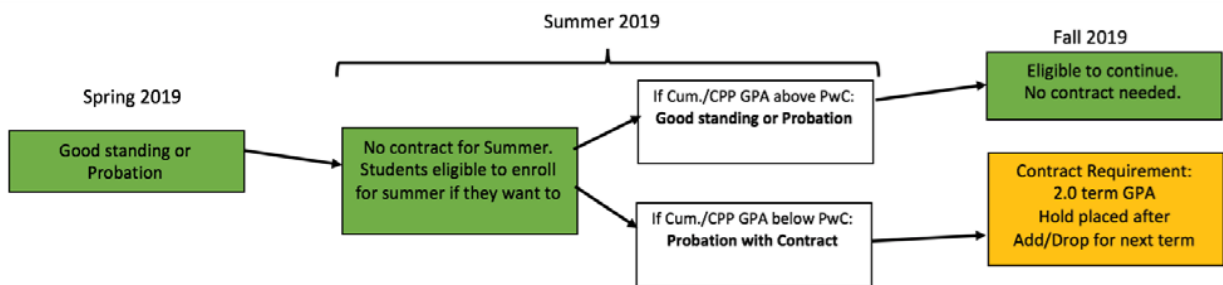


\*Process proposal for summer terms

- Summer terms will not count towards the outcome of the DQ contract, unless their grades during Summer moves them to probation or good standing.



- However, if students become disqualified for the first time during Summer, they will be on contract the subsequent term:



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**  
**POLICY NO: 1431\***

**ACADEMIC STANDING - POSTBACCALAUREATE STUDENTS**

**1.0 Purpose**

The purpose of this policy is to establish the criteria for assignment of probationary and disqualification academic standings to postbaccalaureate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, Sections 41300 and 41300.1 of Title 5 of the California Code of Regulations, and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of the California State University. Probation and disqualification criteria of post-baccalaureate and graduate students may not be less than those established for undergraduate students.

**2.0 Academic Probation**

A postbaccalaureate student shall be placed on academic probation (PwC) if at any time the cumulative grade point average in all postbaccalaureate level course work attempted or cumulative grade point average for postbaccalaureate course work attempted at Cal Poly Pomona falls below 3.0. The student shall be promptly notified in writing of their probation status.

The first time a postbaccalaureate student's cumulative grade point average in either postbaccalaureate course work attempted at Cal Poly Pomona or for all postbaccalaureate course work attempted overall falls below 3.0 he/she shall be placed on academic probation, even in circumstances where his/her GPA falls below the disqualification thresholds as described under section 3.0 of this policy.

A postbaccalaureate student shall be removed from academic probation when the cumulative grade point average in all postbaccalaureate course work attempted overall, and the Cal Poly Pomona cumulative grade point average is 3.0 or higher. The student shall be provided with any additional conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

After the first occurrence of the GPA falling below 3.0, postbaccalaureate students may be academically disqualified without first being put on probation.

**3.0 Academic Disqualification**

A postbaccalaureate student is subject to Academic Disqualification if at any time:

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\* Revised AY 2016-2017. Former Policy No. 1431 included in Current Policy No. 1430

Students can fall into Disqualification in two ways:

- 1). If students do not meet the term GPA of 3.0 or higher at the end of any term following their first PwC status, while they remain in PwC status.
- 2) If, after a first PwC status, students successfully raise their CPP and Overall GPA above the PwC threshold, but then their GPA falls below the threshold in a subsequent term.

All academically disqualified postbaccalaureate students shall be notified of their disqualification before the beginning of the semester following the assignment of that academic standing. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is to be effective immediately\*. Failure to notify students does not create the right of a student to continue enrollment. Students will not be allowed to attend the semester following academic disqualification.

Students who do not attend two semesters consecutively in one calendar year are considered to have broken continuous enrollment status.

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the Registrar's Office. Only in extraordinary circumstances, will appeals be considered. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification. Students who are disqualified at the end of the spring semester shall have until the end of the following fall semester to appeal.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the college dean. After reinstatement, students must maintain a grade point average of 2.0 or better each subsequent semester, and may take no more than 13 units until the overall and Cal Poly Pomona grade point average is 2.0 or better.

All Academically Disqualified postbaccalaureate students shall be notified of their disqualification before the beginning of the semester following the assignment of that academic standing. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is to be effective immediately. The disqualification notification shall include any conditions which, if met, will result in

permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

Postbaccalaureate and graduate students will normally be ineligible for reinstatement or readmission after a disqualification. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or readmission after a disqualification.

#### **4.0 Administrative-Academic Disqualification**

A postbaccalaureate student may be placed on administrative-academic probation for any of the following reasons:

- a) Withdrawal from more than two-thirds of a program of study in two successive semester or in any three semester. A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative- Academic 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 semester units of 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 (example: 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) .

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

#### **5.0 Administrative-Academic Disqualification**

A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

- a) The conditions for removal of administrative-academic probation are not met with in the period specified.
- b) The student becomes subject to academic probation while on administrative- academic probation.
- c) The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When a student has been placed on administrative-academic disqualification he/she shall receive written notification including an explanation of the basis for the action.

In addition, the Office of Academic Programs 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 him/her 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 specified date.