

Memorandum

DATE: July 24, 2019

Copy: S. Terri Gomez
Deans
Associate Deans
Department Chairs
Sep Eskandari

TO: Phyllis Nelson
Chair, Academic Senate

FROM: Soraya M. Coley, Ph.D.
President 

SUBJECT: Academic Standing Policy 1430 and 1431 Update

I am pleased to approve the update of Policy 1430 and Policy 1431 for Academic Standing however, I would like to add the attached modifications.


I thank the Academic Affairs Committee for their work on reviewing the policies and ask that the additional edits be added to both policies. I ask the Office of Academic Planning to update the online Academic Manual to reflect the policy changes.




Memorandum

DATE: July 24, 2019

TO: Soraya Coley
President

VIA: Sylvia Alva 
Provost and Vice President for Academic Affairs

FROM: S. Terri Gomez 
AVP Student Success

SUBJECT: Academic Standing Policy 1430 and 1431 Update

I have completed a review of the modifications of policies 1430 and 1431 to account for the campus adoption of electronic submission. The modifications that were approved by the Academic Senate required some minor edits. I request that you consider the attached minor edits for approval.

Please let me know if you have any questions or require additional information about this referral.

California State Polytechnic University, Pomona

Academic Senate Report

AS-2830-189-AA

Academic Standing Policy Update

Academic Senate Action:

Adopted: April 24, 2019

Final Disposition:

Transmitted to President: April 26, 2019

Recommendation:

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.

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

* Revised AY 2016-2017

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 probation with contract thresholds as described under section 4 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 4.0 of this policy without first being put on probation.

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4. Probation with Contract and Disqualification

After attempting 12 semester units at Cal Poly Pomona, an undergraduate student is considered Probation with Contract 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. AA-009-189, Academic Standing Policy Update 6
- 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.

An undergraduate student who is Probation with Contract will be permitted to attend for at least one semester if they are assigned Probation with Contract. These students shall be notified of their Probation with Contract Standing before the beginning of the semester following the assignment of that academic standing. Students who are Probation with Contract at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The notification shall advise the student that the Probation with Contract is to be effective immediately*. The 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 who are Probation with Contract have the right to be considered for continued enrollment each term. To do so, the student must meet with their advisor or retention and graduation specialist AND maintain a term GPA of a 2.0 or better each subsequent term. Students on Probation with Contract may take no more than 13 units per term until their overall and Cal Poly Pomona grade point average is 2.0 or better. If students meet these criteria, they will be permitted to continue enrollment. If students do not meet these criteria, they will be academically disqualified.

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Students can fall into Academic Disqualification in two ways:

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- 1. If students do not meet the term GPA of 2.0 or higher at the end of any term following their first Probation with Contract~~Probation with Contract~~ status, while they remain in Probation with Contract~~Probation with Contract~~ status.

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- 2. If, after a first **Probation with Contract** status, students successfully raise their CPP and Overall GPA above the **Probation with Contract** threshold, but then their GPA falls below the threshold in a subsequent term, they will be academically disqualified from CPP. All academically disqualified students shall be notified of their disqualification as soon as possible after the term has ended.

Probation with Contract

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 after Disqualification by contacting the Office of Student Success.

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.

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. 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.

4.0 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) .

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

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

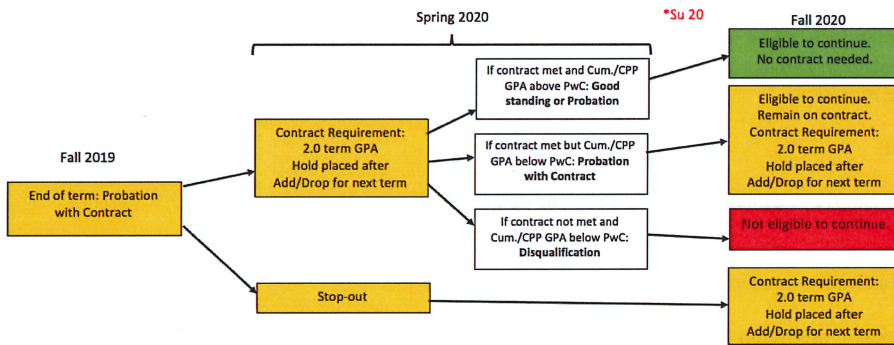
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In addition, the Office of Student Success may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render them unfit for the profession. 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.

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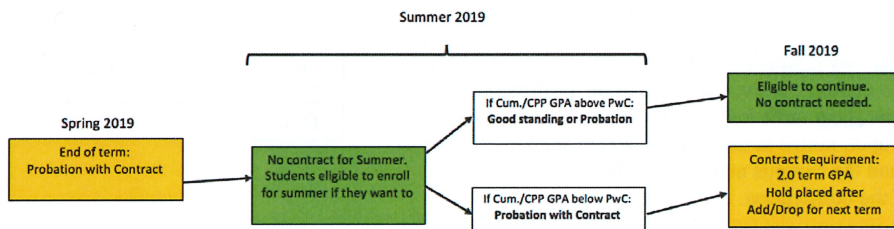
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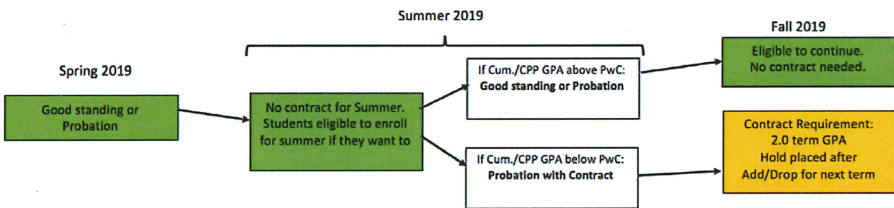


***Process proposal for summer terms**

- 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 Probation with Contract 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.

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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 they shall be placed on academic probation, even in circumstances where their GPA falls below the Probation with Contract thresholds as described under section 3.0 of this policy.

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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 placed on Probation with Contract without first being put on probation.

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3.0 Probation with Contract and Academic Disqualification

A postbaccalaureate student will be considered Probation with Contract if:

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

- a) After the completion of 8 semester units of postbaccalaureate work, the student's cumulative grade point average falls below 2.3 for all postbaccalaureate work attempted at Cal Poly Pomona or for all postbaccalaureate work attempted overall.
- b) After the completion of 16 semester units of postbaccalaureate work, the student's cumulative grade point average falls below 2.7 for all postbaccalaureate work attempted at Cal Poly Pomona or for all postbaccalaureate work attempted overall.
- c) After the completion of 24 semester units of postbaccalaureate work, the student's cumulative grade point average falls below 2.9 for all postbaccalaureate work attempted at Cal Poly Pomona or for all postbaccalaureate work attempted overall.

A postbaccalaureate student who is Probation with Contract will be permitted to attend for at least one semester if they are assigned Probation with Contract. These students shall be notified of their Probation with Contract Standing before the beginning of the semester following the assignment of that academic standing. Students who are Probation with Contract at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The notification shall advise the student that the Probation with Contract is to be effective immediately*. The 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 who are Probation with Contract have the right to be considered for continued enrollment each term. To do so, the student must meet with their graduate coordinator AND maintain a term GPA of a 3.0 or better each subsequent term. Students on Probation with Contract may take no more than 13 units per term until their overall and Cal Poly Pomona grade point average is 3.0 or better. If students meet these criteria, they will be permitted to continue enrollment. If students do not meet these criteria, they will be academically disqualified.

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Students can fall into Academic 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 Probation with Contract status, while they remain in Probation with Contract status.
- 2) If, after a first Probation with Contract status, students successfully raise their CPP and Overall GPA above the Probation with Contract threshold, but then their GPA falls below the threshold in a subsequent term.

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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. ~~After reinstatement, students must maintain a grade point average of 3.0 or better each subsequent semester, and may take no more than 13 units until the overall and Cal Poly Pomona grade point average is 3.0 or better.~~

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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 within 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.

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Academic Disqualification

Students who are Probation with Contract have the right to be considered for continued enrollment each term. To do so, the student must meet with their advisor or retention and graduation specialist AND maintain a term GPA of a 2.0 or better each subsequent term. If students meet these criteria, they will be permitted to continue enrollment. If students do not meet these criteria, they will be academically disqualified.

Students can fall into Disqualification 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

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status, while they remain in

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status.

If, after a first

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status, students successfully raise their CPP and Overall GPA above the

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threshold, but then their GPA falls below the threshold in a subsequent term. All academically disqualified students shall be notified of their disqualification

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Students can fall into Disqualification in two ways:

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.

Page 4: [7] Commented [CS2] Cecilia Santiago-González **6/25/2019 2:22:00 PM**

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by completing the Disqualification Appeal Student Information Sheet available in the Registrar's Office.

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Students who are disqualified at the end of the spring semester shall have until the end of the following fall semester to appeal.

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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

Page 4: [11] Commented [CS4] Cecilia Santiago-González **6/26/2019 5:58:00 PM**

This is process not policy. The new policy doesn't require a paper form.