



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

ACADEMIC STANDING – POSTBACCALAUREATE STUDENTS

1. 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. ACADEMIC PROBATION

A postbaccalaureate student shall be placed on Probation 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 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.

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.

3. PROBATION with CONTRACT and ACADEMIC DISQUALIFICATION

A postbaccalaureate student will be assigned Probation with Contract status if:



- 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 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 has Probation with Contract status will be permitted to attend at least one semester. 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 have Probation with Contract standing at the beginning of a summer enrollment break shall 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 have Probation with Contract standing 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.

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 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.



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 shall 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 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. 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.

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 shall be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is 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. ADMINISTRATIVE-ACADEMIC PROBATION

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 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.

5. 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.

When a student has been placed on administrative-academic disqualification they 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.