



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Memorandum

Office of the President

Date: September 19, 2008

To: Douglas R. Freer, Vice President
for Student Affairs

cc: Marten denBoer
Ed Barnes
Kathy Street
Claudia Pinter-Lucke
Pam Shedd
(all w/attachments)

From:

A handwritten signature in black ink, appearing to read "J. Michael Ortiz".

J. Michael Ortiz
President

Subject: Delegation of Authority - EXECUTIVE ORDER NO. 1038
Minimum Requirements for Probation and Disqualification


Pursuant to Executive Order No. 1038, I am delegating to the Vice President for Student Affairs the authority to jointly implement and exercise the provisions of said Executive Order subject to the conditions expressed therein.

(w/attachment)

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR

September 15, 2008

MEMORANDUM

TO: CSU Presidents
FROM: Charles B. Reed 
Chancellor
SUBJECT: Minimum Requirements for Probation and Disqualification
— Executive Order No. 1038

Attached is a copy of Executive Order No. 1038 relating to minimum requirements for probation and disqualification.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call the department of Teacher Education and Public School Programs at (562) 951-4747.

CBR ssg

Attachment

c: Executive Staff, Office of the Chancellor
CSU Academic Council
Vice Presidents for Administration
Vice Presidents for Student Affairs

BAKERSFIELD
CHANNEL ISLANDS
CHICO
DOMINGUEZ HILLS
EAST BAY
FRESNO
FULLERTON
HUMBOLDT
LONG BEACH
LOS ANGELES
MARITIME ACADEMY
MONTEREY BAY
NORTHRIDGE
POMONA
SACRAMENTO
SAN BERNARDINO
SAN DIEGO
SAN FRANCISCO
SAN JOSE
SAN LUIS OBISPO
SAN MARIANO
SONOMA
STANISLAUS

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802
(562) 951-4700

Executive Order No.: 1038
Title: Minimum Requirements for Probation and Disqualification
Effective Date: September 15, 2008
Supersedes: Executive Order No. 823

This executive order is issued pursuant to 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 and is effective no later than the spring 2009 academic term (semester or quarter).

- I. **Academic Probation:** An undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average at the campus where enrolled falls below 2.0 (title 5, California Code of Regulations, Section 41300 (a)). The student shall be advised of probation status promptly.

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted and the cumulative grade point average at the campus where enrolled is 2.0 or higher.

- II. **Academic Disqualification:** As authorized by Section 41300 (b) of Title 5, an undergraduate student on academic probation is subject to academic disqualification when:
- A. As a freshman (fewer than 30 semester hours of college work completed*) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.
 - B. As a sophomore (30 through 59 semester hours of college work completed*) the student falls below a grade point average of 1.700 in all units attempted or in all units attempted at the campus where enrolled.
 - C. As a junior (60 through 89 semester hours of college work completed*) the student falls below a grade point average of 1.85 in all units attempted or in all units attempted at the campus where enrolled.
 - D. As a senior (90 or more semester hours of college work completed*) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

*Colleges on the quarter system will express and apply the above standards in quarter-hour equivalent

- III. Academic Disqualification of Students not on Probation: As authorized by Section 41300 (c) of Title 5, the president may designate a campus official to act to disqualify an individual not on probation when the following circumstances exist:
- A. At the end of any term, the student has a cumulative grade point average below 1.0, and
 - B. The cumulative grade point average is so low that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period, as defined by campus academic policy.
- IV. Notice of Disqualification: Students who are disqualified at the end of an enrollment period under any of the provisions of this executive order should be notified before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. In case where a student ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term. Such notification should include any conditions which, if met, would result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.
- V. Probation and Disqualification of Post Baccalaureate and Graduate Students: Probation and Disqualification of post-baccalaureate and graduate students are subject to section 41300 (d), (e), and (f) of Title 5 and criteria established by the campus. Such criteria may not be less than those established for undergraduate students.
- VI. Administrative-Academic Probation: As authorized by Section 41300.1 of Title 5, an undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:
- A. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: 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 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.

- VII. Administrative-Academic Disqualification: As authorized by Section 41300.1 of Title 5, 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 such action is taken, the student shall receive written notification including an explanation of the basis for the action.

In addition, an appropriate campus administrator 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.

- VIII. Campus Procedures: Each campus shall establish procedures whereby a student who is either placed on probation or disqualified under the provisions of paragraphs I through VII may appeal such action. Each campus shall establish procedures whereby a student previously disqualified at the campus or at any other campus of the California State University may petition for readmission or admission. Such procedures are to include provisions for evaluating the probable impact of any medical condition on previous unsatisfactory academic performance. In both instances, use of an appropriate review board or committee is recommended.
- IX. Notice in Campus Bulletin: The provisions for probation and disqualification shall be summarized in each campus bulletin together with information on campus policies and procedures related to their implementation. Procedures for orientation of new students shall include distribution of written materials concerning all aspects of probation and disqualification as well as provisions for review and reinstatement.


Charles B. Reed, Chancellor

Dated: September 15, 2008