ACADEMIC STANDARDS

For graduate academic standards see Graduate Academic Policies and Procedures (bulletin.sfsu.edu/graduate-education/academic-policies-procedures).

Undergraduate Students

Good Standing
To remain in good standing a student working toward a baccalaureate degree must maintain a cumulative GPA of 2.0 (C) or better.

Academic probation and disqualification actions are taken only at the close of each regular semester. Both quality of performance and progress toward the chosen objective are considered in determining a student’s eligibility to remain in the University.

Probation
Undergraduate and second baccalaureate students will be placed on probation when the cumulative GPA in all college work attempted or in all work at San Francisco State University falls below 2.0 (C).

Disqualification
Undergraduate and second baccalaureate students on probation are subject to disqualification when:

- As freshmen (fewer than 30 units completed), they fall below a grade point average of 1.50 in all college units attempted or in all SF State units attempted.
- As sophomores (30 through 59 units completed), they fall below a grade point average of 1.70 in all college units attempted or in all SF State units attempted.
- As a junior (60 through 89 units completed), they fall below a grade point average of 1.85 in all college units attempted or in all SF State units attempted.
- As senior or second BA students (90 or more units completed), they fall below a grade point average of 1.95 in all college units attempted or in all SF State units attempted.

Academic standards for graduate students can be found in the Graduate Studies (bulletin.sfsu.edu/graduate-education/academic-policies-procedures) section of this Bulletin.

Probation and Disqualification

Minimum Grade-Point Average
For award of the baccalaureate degree, all undergraduate students must maintain at least a 2.0 grade-point average (GPA) in all college course work, in all SF State course work, and in all major course work. The grade-point average is calculated by dividing the total grade points earned by the total units attempted. CR and NC grades are not included in the calculation of the grade point average. Students who do not meet the minimum 2.0 GPA requirement for SF State course work will be subject to mandatory probationary advising.

Mandatory Advising Program (MAP)
In the beginning of each semester, all undergraduate and second baccalaureate students whose grade point average at SF State has fallen below 2.0 will receive an email from the Registrar’s Office notifying them that they are on academic probation.

Students must schedule advising appointments with their major advisors before the deadline stated in the registrar’s email in order to avoid an administrative hold on their registration for the next semester. The steps outlined in the letter must also be followed.

Maximum Number of Units for Undergraduate Students on Academic Probation
The Policy Limiting the Number of Units Enrolled in by Undergraduate Students on Academic Probation (Academic Senate Policy F02-223), effective Fall 2003, applies to all undergraduate students. Undergraduate students on academic probation may enroll in a maximum of 13 units per semester for spring and fall semesters during which they are on academic probation. Individual exceptions to this limit may be granted with approval from the student’s department chair and college dean. Exceptions for students who have not declared a major must be approved by the Dean of Undergraduate Education and Academic Planning or designees.

Administrative/Academic Probation
An undergraduate, second baccalaureate, or graduate student may be placed on administrative/academic probation by the University for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (A student whose withdrawal is directly associated with a chronic or recurring disability or its treatment is not to be subject to administrative/academic probation for such withdrawal.)
- 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.
- Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students. Examples: 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, 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.

Administrative/Academic Disqualification
An undergraduate, second baccalaureate, or graduate 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 such action is taken, the student shall receive written notification including an explanation of the basis for the action.

Students who have been on continuous probation and/or subject to disqualification for three continuous semesters may be administratively disqualified at the end of their third semester. This excludes summer enrollment.

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.

**Academic Renewal**

Academic Renewal may be used for the purpose of disregarding some undergraduate course work from graduation requirements. According to *Title 5* (Section 40402), “When, in the opinion of the appropriate campus authority, work completed during a previous enrollment at the campus or at another institution of higher education is substandard and not reflective of the student’s present scholastic ability and level of performance, all work completed during one or two semesters, as the appropriate campus authority shall decide, may be disregarded in the computation of grade point averages and other requirements for graduation.” The conditions for approval noted below must be met for academic renewal to be invoked. These conditions are:

- The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and
- The previous level of performance was due to extenuating circumstances, and
- All degree requirements except the earning of at least a “C” (2.0) grade point average have or will soon have been met.
- University policy regarding academic renewal is not intended to permit the improvement of a student’s grade point average beyond what is required for graduation.
- Final determination, that one or more terms shall be disregarded, shall be based on careful review of evidence by a committee appointed by the president, which shall include the designee of the chief academic officer and consist of at least three members.
- Such final determination shall be made only when:
  - Five years have elapsed since the most recent work to be disregarded was completed, and
  - The student has earned in residence at the campus since the most recent work being considered was completed:
    - 15 semester units with at least a 3.0 GPA or
    - 30 semester units with at least a 2.5 GPA or
    - 45 semester units with at least a 2.0 GPA

When such action is taken, the student’s record shall be annotated so that it is readily evident to users of the record, that NO work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of degree requirements. However, all work must remain legible on the record. The student’s academic transcript shall have the notation, “Acad Renewal” by each course approved for Academic Renewal with an explanation in the transcript’s legend.

If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution’s policy. But, elimination of any coursework’s consideration shall reduce by one term the two-semester maximum on the application of academic renewal to a student’s record.

Another special provision of Academic Renewal allows the student to repeat a course and to have the previous attempt excluded in the calculation of the grade point average. Requests should be directed to the Student Services Center. The following conditions apply:

- This provision is applicable only if it enables the student to meet the minimum grade point average required for graduation.
- Repeat of a course under this policy is permitted only if a grade of D, F, IC, or WU was received on the previous attempt of that course. Grades for both the previous and repeated attempts are recorded on the transcript.
- A maximum of sixteen units may be repeated according to this provision.
- A student wishing to attempt a course for a third time at SF State and have the previous grades disregarded for graduation purposes, under the terms of this policy, must receive permission of the department chair and college dean before repeating the course.
- Students transferring from other colleges where courses were taken and repeated are held to the policy of the college where the course was repeated.
- Students transferring from other colleges where courses were taken and subsequently repeated at SF State may be eligible for consideration under this policy.
- Unless otherwise stated, courses may not be repeated for additional units of credit.

**Readmission of Disqualified Students**

Disqualified students may, after at least two semesters have elapsed, apply for readmission to the University, provided they have removed all academic deficiencies, or resolved the problems which may have caused the disqualification. The work taken to eliminate an academic deficiency at this institution must be taken through the College of Extended Learning in order to impact the grade point average at this institution. If disqualification resulted from any other reasons than academic performance, approval must be obtained from the unit of the University which recommended the disqualification action. Students disqualified from another institution, including other CSU campuses, may not be admitted to San Francisco State unless it can be demonstrated that the cause of the disqualification has been eliminated (additional course work with good grades, etc.) and the student is otherwise eligible to return to the institution of disqualification. For additional information, see Readmission Procedures (bulletin.sfsu.edu/undergraduate-admissions/readmission-special-sessions).

**Grievances and Appeals**

An undergraduate student who has questions or concerns about degree requirements or general university regulations should discuss them first with a major advisor. If students wish to review an issue or to appeal a decision, they should consult with the department or program chair and, if needed, the college dean. Should questions arise beyond this point with respect to where or to whom a specific appeal should be directed, the dean of Undergraduate Education and Academic Planning may be
consulted for advice. After all of the informal procedures for grievances and appeals have been exhausted, the dean of Undergraduate Education and Academic Planning or designee may initiate formal grievance procedures.

A graduate student who has problems arising from evaluation, advancement to candidacy, degree requirements, or general regulations should discuss them first with a graduate major advisor. If a student wishes to review a problem or to appeal a decision, he/she should then consult with the department chair, college graduate coordinator, and the college dean, in that order. Should questions arise beyond this point with respect to where or to whom a specific appeal should be directed, the dean of Graduate Studies may be consulted for advice. After all of the informal procedures for grievances and appeals have been exhausted, the dean of the Graduate Division or designee may initiate formal grievance procedures.

See Supplemental Regulations and Procedures section for Student Grievance Procedures (bulletin.sfsu.edu/policies-procedures/regulations-procedures). Disabled students should consult the Disability Programs and Resource Center for disability-related grievance procedures.