

### **Policy on Academic Probation and Disqualifications:**

**Academic Probation:** Students placed on Academic Probation are required to meet with an Academic Advisor in their department. The letter sent to students by the Associate Dean includes a tear-off receipt to be signed by the student's Academic Advisor and returned by the student to the Office of the Associate Dean as evidence of advisement. The letter also stipulates that if the meeting with the Academic Advisor does not happen within a prescribed time period, a hold will be placed on the student's registration for the following quarter. The hold will still mandate a visit to an Academic Advisor, but will also mandate a visit to the Associate Dean's office to request that the hold be lifted.

**Academic Disqualifications.** A review of a student's academic records that indicates that the grade point average in the academic degree plan is below **2.0** places a student on academic disqualification, if the student was previously placed on scholastic probation and was unable to raise the grade point average in alignment with the appropriate sublevel for your class ranking: (2008-2009 University Catalog page 98, see sample letter below). **EFFECTIVE WINTER QUARTER 2010, ONLY STUDENTS FOR WHOM THIS IS A FIRST DISQUALIFICATION ARE ELIGIBLE FOR REINSTATEMENT.** Please make an appointment with your major department adviser to plan a course of action to correct your academic situation.

If you have already enrolled for the subsequent Quarter, before receiving this notification you may be permitted to submit a petition for Immediate Reinstatement, **ONLY IF THIS IS YOUR FIRST DISQUALIFICATION**, after first meeting with your academic adviser and the required meeting with the Associate Dean in the College of Arts and Letters. Enrollment in subsequent Quarter classes will be cancelled for students whose petition for Immediate Reinstatement is denied or not received in the Records Office within the third week of the quarter.

**The College of Arts and Letters also requires that all students applying for reinstatement to make an appointment with the Associate Dean of the College in order to discuss their current appeal.**

**Before the meeting with the Associate Dean, the student should prepare a 1-2 page typed Statement of Purpose/Personal Narrative. Within the narrative the student should outline the conditions that have lead to their current predicament (meaning grade deficiency) and how those conditions have changed. Ultimately, the student should re-state his/her commitment to educational excellence and moving towards the completion of major and degree requirements in a timely fashion. [Some departments might also require this narrative before department support is granted].**

**2X WARNING:** In the WINTER 2010—the university is moving to a policy that restricts the number of considered reinstatements to one (1).

**[PLEASE SEE THE VERY SPECIFIC CRITERIA FOR REINSTATEMENTS BELOW ONLY IF THIS IS YOUR FIRST DISQUALIFICATION]**

### **Reinstatement/Readmission**

#### **Criteria:**

A 1<sup>st</sup> reinstatement/readmission in most cases will be granted unless it appears to the advisor based on performance and the student's attitude that, at this time, the student does not appear to have a sincere desire, interest and/or commitment to be in college and/or succeed at CSULA.

#### **The *Minimum Suggested Conditions to be specified on the Reinstatement/Readmission Contract:***

1. Students should be limited to no more than 12 units except for an additional 1-2 units of activity courses which may be permitted. Courses to be taken should be specified on the contract.
2. Students should be required to pass all courses with a minimum grade of "C" and a minimum gpa of 2.25 for the quarter reinstated.
3. As appropriate, students should be required to repeat courses in which they received a NC, D, F, WU, or IC. (General Education Courses in Block A should receive priority.)
4. If so determined, the student should be required to attend a DQ workshop(s) and/or Student Success Course.
5. The student must make an appointment and meet with an advisor at least once before the seventh week of the quarter of reinstatement/readmittance so the advisor can monitor compliance with conditions of reinstatement/readmission and the student's academic progress. (A progress report may also be requested from the student's instructors.)

**Plus the college level narrative mentioned above.**

**Students who are not eligible for reinstatement** will be advised that they *may be considered* for reinstatement in 12 months. If appropriate, they can attend a community college or other institution and complete work that will help demonstrate that they are capable of successfully completing college level work at CSULA.