



HUMBOLDT STATE UNIVERSITY

Office of the Provost & Vice President Academic Affairs

ADMINISTRATIVE MEMORANDUM

VPAA 11-04

September 16, 2011

SUBJECT: Updates to the “Academic Standing” and “Academic Probation & Disqualification” Policies in the HSU Catalog

DISTRIBUTION: All Faculty, Staff, and Administrative Offices

The following are select updates to current policy in the HSU Catalog and are to be implemented for the 2011/2012 AY. The current policy can be found in the 2010-11 catalog pages 40 & 68.

1. The limit on how many times a student can be considered for reinstatement to the university.
 - 1st DQ: Student must take off a minimum of one semester before reapplying.
 - 2nd DQ: Student must take off a minimum of a full year before reapplying. Students may be required to take additional time off, or complete courses at a different institution before being readmitted.
 - 3rd DQ: No option to reapply to HSU. May complete coursework elsewhere and reapply to a different CSU campus.

2. Guidelines for immediate reinstatement (return to the university without having to reapply).
 - Exceptions can be made for students whose term's GPA 2.0 or above even though cumulative GPA does not reach the established threshold.
 - Exceptions can be made for students with one semester to graduation as certified by the DARS degree check. This exception requires that the student has applied for graduation.
 - Exceptions can be made on the first DQ, for EOP/SDRC/VET students who may apply for immediate reinstatement with a letter from their EOP/SDRC/VET advisor supporting reinstatement at that time. Subsequent DQ's follow the progression above starting with the requirements for the Second DQ.

3. Requirements for consideration of reinstatement (as an applicant).

- When applying to the University for Reinstatement, students must provide a letter to the Admissions Office with a statement describing the reasons for the academic reinstatement and a plan to address the underlying problems in order to increase the likelihood of success.
- Faculty may be asked to complete a form to provide information that the Exceptions Committee would find helpful in making a decision regarding reinstatement.
- Upon reinstatement, students will be required to develop a study plan and Learning Center /EOP Contract prior to beginning classes.

4. Rules for graduate and credential students.

- First DQ: Students may be immediately reinstated to the university given a positive recommendation from the Graduate Program including an agreement by a graduate faculty member to serve as the student's advisor submitted to the Graduate Studies Office.
- Second DQ: Student must take a minimum of one semester off before reapplying. Students may be required to take additional time off. Students may be readmitted to the university given a positive recommendation from the Graduate Program including an agreement by a graduate faculty member to serve as the student's advisor. Students will be required to provide a letter with a statement describing the reasons for the academic probation and a plan to address the underlying problems in order to increase the likelihood of success. Both documents will be forwarded to the Graduate Studies Office for processing.
- Third DQ: No option to reapply to HSU. May complete coursework elsewhere and reapply to a different CSU campus.

PASSED – Academic Senate – November 30, 2010

APPROVED – President Richmond – December 6, 2010