

Standards of Graduate Student Conduct and Good Progress for the SDSU

Department of Administration, Rehabilitation, and Postsecondary Education (ARPE)

SDSU is committed to creating a supportive and inclusive environment in which all of our students can thrive. To that end, this document provides guidance about our expectations for student conduct that will ensure good progress through all graduate programs in ARPE.

This document is available to our program's graduate students, faculty, and associated staff. These standards align with San Diego State University Policies defined in the [University Catalog](#), the [Academic Senate Policy File](#), and other published university policies. Per [university policy](#), all graduate programs in ARPE may recommend disciplinary probation or separation from the University for a student who violates these policies.

These policies in our program seek to:

- provide each student with an opportunity to complete their degree
- maintain a respectful, collegial, engaging, and vibrant educational atmosphere
- protect the health, safety, welfare, property, and human rights of all members of the university community
- maintain the academic integrity of the program

Graduate students at San Diego State University are expected to uphold the highest professional standards, academic integrity, and ethical behavior during their time in the program. This commitment extends to all professional activities, both on and off campus, including travel to conferences and meetings, where students represent their program, department/school, and the university.

Student Receipt and Notification

By enrolling in a graduate program in ARPE, students acknowledge that they have read, understood, and agree to abide by the policies and procedures outlined in this document.

Key SDSU Resources and Contacts



print for easy reference

Serious and immediate mental health crisis

Students may need professional counseling services when experiencing changes in mood or behavior, anxiety or depression, psychosomatic symptoms, self-injury, or contemplating suicide. If you are a student, please explore services offered through your healthcare provider and [SDSU Counseling & Psychological Services](#).

Emergency services are available from many campus partners:

- Call Counseling & Psychological Services at **619-594-5220** during business hours: Monday through Friday, 8:00 AM - 4:30 PM.
- Call the San Diego Access and Crisis 24-hour Hotline **888-724-7240**, or text HOME to **741741**.
- The Student Health Services Nurse Advisory Line is **888-594-5281**.
- Also, contact your health care provider to learn about their emergency services.
- Students may [contact University Police](#), by dialing or texting 9-1-1 for immediate endangerment emergencies. Dispatch will ask a series of questions to assess risk and safety, and then deploy SDSU's Psychiatric Crisis Assessment Support Team (P-CAST) if appropriate.

Serious intimidation and threatening speech

SDSU is an academic community in which vigorous debate is expected in the pursuit of knowledge. Thus, scholars must understand how to engage in this debate with respect and professionalism.

- Please review our [Principles of Community](#).
- Please review our guidelines regarding [free speech, freedom of expression, and hate speech](#).
- Please review [Inclusive SDSU](#), an online communication resource designed to assist campus and community efforts to promote an inclusive educational environment for all.

As a public university, SDSU upholds the rights and principles of speech protected by the First Amendment. *Unprotected speech* includes harassment, discrimination, defamation, and some other categories. Some forms of bias, including hate crimes, discrimination, and harassment, are prohibited under law, SDSU conduct policies, and/or California State University system policy. Although not all acts of bias are considered a crime or violate CSU policy, they may contribute to creating an intimidating or hostile environment for individuals and groups affected and are counter to SDSU's Principles of Community.

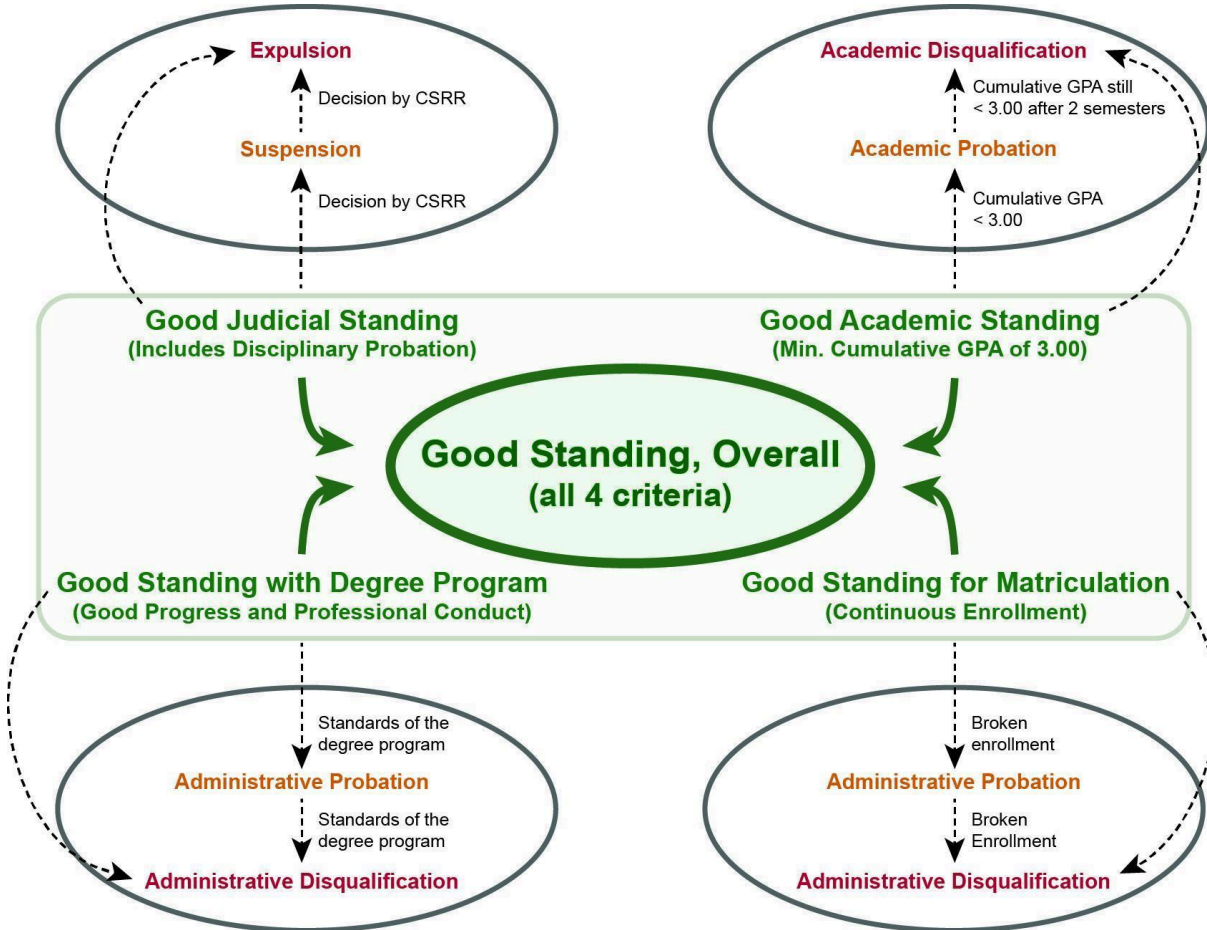
Students, faculty, and staff are encouraged to report all acts of bias, discrimination, and harassment so that the university can take appropriate action. Always call 9-1-1 if you or someone you know is in danger. If it is not an emergency and you do not know where to turn, you can report issues by visiting [Inclusive SDSU](#). The course of action taken by the university, including any resulting disciplinary outcome, will depend on the particular facts and circumstances involved. Given privacy and other restrictions, the university may not be able to share all information and outcomes with those who report concerns.

Serious and immediate physical endangerment

On very rare occasions, an individual initiates or escalates disruption so serious that it is perceived to endanger safety. Should conduct of this nature occur, faculty, staff, and students are instructed to [contact University Police](#) immediately. **Dial 9-1-1 or text 9-1-1 for immediate endangerment emergencies.** In addition, when it is safe to do so, please contact Dr. Lee Mintz, Executive Director for the Center for Student Rights and Responsibilities (CSRR), at (619) 594-3069 or lmintz@sdsu.edu, so that the matter may be addressed through the student conduct process immediately. Please note faculty may only remove a student from the class period during which the disruption occurred. CSRR can remove a student from the remainder of the class sessions and/or the university when warranted.

Additional information and resources

The College of Graduate Studies provides information and web links to many relevant university policies and resources on its web pages.



GOOD STANDING POLICY FOR GRADUATE STUDENTS (OVERALL POLICY)

Per [university policy](#), graduate students are considered to be in Good Standing with the College of Graduate Studies if they:

1. Maintain good academic standing with the university (based on cumulative GPA),
2. Are in good student conduct standing (as defined by the Center for Student Rights and Responsibilities),
3. Make continued good progress toward the degree each semester (as defined by the graduate program) and
4. Maintain matriculation (enroll in classes or file Leave of Absence each Fall and Spring semester)*
 * *doctoral students at a partner campus can have a partner campus form filed by their program director to maintain active status.*

Appeals may be submitted in writing to the Graduate Dean to reinstate Good Standing (Overall) with the College of Graduate Studies. The consequences for loss of Good Standing (Overall) may also be appealed in writing to the Graduate Dean.

Although infrequent, students may be put on **probation** or **disqualified** from the university through a number of mechanisms. Here are three that apply to graduate students:

1. Academic probation and disqualification

To remain in good academic standing, graduate students must maintain a post-baccalaureate cumulative GPA of 3.00 or higher, calculated both with and without approved transfer courses. Students who have a post-baccalaureate cumulative GPA below 3.00 are subject to academic probation. Students on academic probation must meet these standards in the subsequent semester or be subject to academic disqualification. Details are [printed in the University Catalog](#).

2. Administrative probation and administrative disqualification

Our graduate program may recommend administrative probation or disqualification for students who have not maintained matriculation, are not making good progress per benchmarks and timelines specific to our program, or have violated our standards of conduct. Procedures and policies appear below. Recommendations for administrative probation or administrative disqualification will be forwarded to the Graduate Dean, who shall make the final determination [per university policy](#).

Policies regarding matriculation (continuous enrollment, leave of absence) are [printed in the University Catalog](#), and our program's good progress expectations are described in this document.

3. Disciplinary suspension and expulsion

Violations of the [Student Code of Conduct](#), including but not limited to academic dishonesty, disruption, threats and intimidating behavior, and failure to follow directives, will be investigated. The Code of Conduct may apply to both on- and off-campus behavior. Sanctions may include suspension or expulsion from the California State University system. If you have any questions about the Student Code of Conduct or what constitutes unacceptable behavior, please review the Code of Conduct and contact the [Center for Student Rights and Responsibilities](#) at (619) 594-3069.

GOOD PROGRESS POLICY FOR ALL GRADUATE PROGRAMS IN ARPE

Graduate students in our programs are considered to be making good progress if they:

1. Enroll in classes each Fall and Spring semester. Students who are unable to enroll in classes for financial, medical, or other personal reasons must file for a [Leave of Absence](#) with the university early in the corresponding Fall or Spring term and email our program's graduate advisor to let them know their plans.
2. Remain on track towards a goal of degree completion within the expected timeframe for each respective program after beginning the degree by completing enough courses each year and meeting other program benchmarks.
3. Earn grades in each individual course and maintain an average GPA so that all university and degree requirements are met. See the College of Graduate Studies [Grade Requirements flyer](#) for a summary.
 - a. **GPA Requirements for the Ed.D., Community College Leadership:** Students must maintain a grade point average of 3.0 (grade of B) or better in the coursework taken to satisfy the requirements for the degree, except that a course for which no letter grade is assigned shall not be used in computing the grade point average. Students who fall below this level shall be placed on probation (see Program Handbook). In addition, any course for which a student does not earn a B or better, that course will not satisfy requirements in the students' program of study and must be retaken. In the final class grade, the two course grades are averaged. Students must earn credit in all CR/NC courses. A student who earns a cumulative grade point average at or below a 3.0 in any two successive terms will be dismissed from the program (see Program Handbook). For more information on GPA requirements see the CSU Executive Order No. 991, related to Doctor of Education degree programs at: <https://calstate.policystat.com/policy/6591243>
 - b. **GPA Requirements for M.A., Postsecondary Educational Leadership and Student Affairs:** Students must maintain a grade point average of 3.0 (grade of B) or better in the coursework taken to satisfy the requirements for the degree, except that a course for which no letter grade is assigned shall not be used in computing the grade point average. Students who fall below this level shall be placed on probation (see Program Handbook). Students must earn a minimum grade of C (2.0) or better in all courses on their program of study.
 - c. **GPA Requirements for M.S., Rehabilitation Counseling:** Academic standards require that graduate students maintain at least a 3.0 grade point average. Students must earn a minimum grade of C (2.0) or better in all courses on their program of study.
4. Meet the culminating experience timeline and benchmarks that are outlined in the respective program handbook.

5. Complete all Master's / Doctoral degree requirements (coursework and non-coursework) within the time limitations that are outlined in SDSU policy. Coursework does expire over time.

Standards of Conduct for ARPE

Standards of conduct are central to the values and missions of SDSU's Department of Administration, Rehabilitation, and Postsecondary Education (ARPE). They are a core part of our department's mission to prepare self-aware, equity-minded, and transformational leaders within the fields of rehabilitation counseling, postsecondary education and student affairs, and other administration positions, including new undergraduate programs in leadership studies. Our programs foster the development of administrative and leadership skills through instruction, research, and practical field experiences. High professional standards are fundamental to maintaining employers' and the public's trust in our graduates and in the profession more broadly.

Our graduate students must adhere to the following professional standards:

- Act with integrity, competence, professionalism, respect, and in an ethical manner with faculty, staff, students, employers, and colleagues.
- Place utmost importance on academic integrity and honesty and respect others' intellectual property and individual work.
- Respect instructional and scholarly activities. Avoid conduct that distracts or intimidates others in an instructional setting and other university activities.
- Respecting diverse opinions, perspectives, and cultures.
- Accurately represent work and acknowledge the contributions of others.
- Adhere to expectations of professional conduct in research/creative spaces.
- Adhere to program specific expectations of professional conduct in clinical settings, assistantships, and internships (see program handbooks).
- Adhere to the Student Conduct Code as outlined on the [Center for Student Rights and Responsibilities website](#) and in [CSU Executive Order 1098](#) (some of which are reproduced in the SDSU [online Catalog](#)).

ARPE DEPARTMENT CONDUCT STANDARDS COMMITTEE

The Department's Conduct Standards Committee shall consist of the Department Chair, the Coordinator/Director of the graduate program, and the Associate Dean for the College of Education.

Behavior that may be reviewed by the Conduct Standards Committee

Some types of unsatisfactory conduct may cause our department to recommend administrative probation or disqualification to the College of Graduate Studies. Our department's decision regarding an appropriate disciplinary action may be separate from and in addition to actions taken by the Center for Student Rights and Responsibilities. Unsatisfactory conduct includes (but is not limited to) what is detailed in the list above under **Standards of Conduct for ARPE** as well as the following:

- Cheating, plagiarism, and other forms of academic dishonesty in coursework, theses, or dissertations (refer to the Center for Student Rights and Responsibilities [policy](#) regarding what constitutes cheating and plagiarism).
- Falsification, alteration, or misrepresentation of official or unofficial records or documents, including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.
- Failure to act in a professional manner towards university officials, including disruptive and/or aggressive behavior. This includes faculty, staff, and administrators in University-related activities. It also includes degree- or course-associated off-campus conduct during an internship, assistantship, project, or similar activity.
- Failure to comply with directions of university officials acting in the performance of their duties or resisting or obstructing such university officials in the performance of their duties.
- Willful, material, and substantial disruption or obstruction of university-related or university-sponsored activities, including, but not limited to, study, teaching, advising, research, officially invited speakers, public safety, fire, police, or emergency services, or other authorized activity.
- Theft (or attempted theft) of property or services within the university community; possession of stolen property regardless of origin; or misappropriation of university resources.
- Missing multiple classes (without faculty approval)
- Missing multiple meetings with faculty (without prior communication)
- Persistent nonparticipation in course activities
- Inadequate or incomplete assignments
- Threatening another student or faculty member
- Knowingly or unknowingly violating SDSU and/or ARPE policies, procedures, and processes.

- Not being on track to obtain program learning outcomes
- Earning more than one Incomplete grade in courses
- Failure to follow the appropriate chain of command (faculty member, Program Director, Program Chair, College of Education Administration, College of Graduate Studies, SDSU mid and executive leadership)

Reporting Unsatisfactory Student Conduct (Faculty And Staff)

Faculty and staff who become aware of unsatisfactory or unprofessional student conduct either in or outside of a course may take a variety of actions, depending on the conduct.

- Faculty should follow the progressive procedures outlined in the [Faculty Handbook](#), found on [Faculty Advancement's website](#) (p.32 under Student Discipline).
- If the behavior violates the [Student Code of Conduct](#) or those listed in the previous section, faculty or staff are expected to refer these matters (with supporting documentation) to the [Center for Student Rights and Responsibilities](#), the graduate advisor, and the Conduct Standards Committee. Referrals are especially warranted when 1) there is a documented history of progressive alleged violations of conduct standards in their field and/or 2) a particularly significant incident has occurred.

Reporting Unsatisfactory Student Conduct (Students)

- If a graduate student is concerned with unsatisfactory and unprofessional conduct of another student in a course, the student should report the violation to the faculty member teaching the course.
- If a graduate student is concerned with unsatisfactory and unprofessional conduct of another student outside of a course, the student should report the violation to their graduate advisor, department chair or school director.

ADMINISTRATIVE PROBATION, ADMINISTRATIVE DISQUALIFICATION AND OTHER SIGNIFICANT ACTIONS

Each communication shall be sent to the individual's SDSU email address (for student employees, their student email address).

1. Review of unsatisfactory conduct

Reports of unprofessional conduct will be reviewed by our department's Conduct Standards Committee to determine if the issue should be accepted for investigation or should be addressed via alternative means. When warranted, a thorough investigation of the incident(s) shall include the opportunity for **all parties involved to be heard** and an examination of relevant written and/or other evidence. When warranted, a referral will also be made to the [Center for Student Rights and Responsibilities](#).

2. If the Conduct Standards Committee finds the conduct to be in violation of Conduct Standards, they may recommend verbal counseling, written warnings, placing the student on administrative probation, or administrative disqualification from the graduate program. These recommendations may be separate from and in addition to actions taken at the university level by the Center for Student Rights and Responsibilities.
3. On behalf of the Conduct Standards Committee, the graduate advisor shall communicate a decision in writing to the student. If appropriate, the decision shall also be communicated to impacted faculty or staff members, as well as the academic college dean or designee.
4. Administrative probation or disqualification may be recommended to the Graduate Dean for students who do not meet one or more of the Good Standing criteria and/or violate the conduct standards outlined in this document. Policy pertaining to administrative probation and administrative disqualification is [printed in the SDSU Catalog](#). Note that *administrative* probation or disqualification may be recommended even if the student is in good *academic* standing (with a cumulative GPA of 3.00 or higher).
5. The student may appeal the committee's findings or recommended sanctions by submitting a 1-2 page letter to the graduate advisor and the Conduct Standards Committee. This appeal must be submitted within 10 working days after the notification email was sent.
6. Student appeals shall be reviewed by the Conduct Standards Committee within 10 working days after receipt. All individuals (identified in items 2-3 above) shall be notified of the Committee's appeal decision.
7. The Graduate Dean or designee is responsible for procedures and notifications that relate to administrative probation, administrative disqualification, or other actions that require university-level action. Depending on the specific situation, disqualified students may be permitted to complete the term or immediately discontinue enrollment.
8. [Per university policy](#), disqualified students cannot enroll in SDSU or classes through the SDSU Global Campus for one full semester. In order to resume studies in an SDSU graduate program after one semester, the student will need to apply for readmission through Cal State Apply. Readmission (whether the same graduate program or a different program) is not guaranteed. Each application is considered on an individual basis by the corresponding graduate program.