

Department of Speech, Language, and Hearing Sciences
California State University East Bay

Policy Statement
DECLASSIFICATION FROM THE PROGRAM

A student may be declassified (dropped) from a graduate degree or credential program if he/she/they has been deemed unsuitable to continue in the program for a range of reasons, including, but not restricted to: unprofessional conduct; failure to abide by the American Speech Language Hearing Association (ASHA) [Code of Ethics](#); behavioral issues that interfere with the learning of others; failure to make progress toward the degree or program as set forth by the University and program policies; meeting essential functions of the professional program, unsatisfactory progress in clinical practicum coursework (defined as a grade of B- or lower for 2 consecutive quarters); failure to meet grade requirements to maintain good standing in the program and/or University; and/or the department/program faculty determine that the student is incapable of completing degree requirements at the level expected of a graduate student in the discipline even if the GPA is above a 3.0.

The declassification request will be initiated by the major department with support from the department/program chair, College Dean or designee. Requests are submitted to the Office of Academic Programs and Services for final action and official notification to the student and the Registrar's Office. Academic Programs and Services will also determine if the student should also be academically or administratively disqualified from the University.

If the student is not disqualified from the University and wishes to continue in the University, a declassified student must formally apply to another graduate program or apply as a second baccalaureate student. (Second baccalaureate status is closed for budget reasons until further notice.) Declassified students will not be permitted to enroll through regular University or Open University in any undergraduate or graduate courses in the program or degree from which they were declassified. Unless the declassification was related to conduct issues that interfere with campus interactions, declassified students are eligible to apply to a new program and be accepted as a student by the department/program. The student must be accepted to a new program no later than three quarters after being declassified; otherwise, the student must reapply to the University.

Procedure

The academic advisor notifies the chair, who after review and consultation will write a notification memorandum to the student that:

1. cites the appropriate section of this policy,
2. details the specific behaviors that led to the declassification, and
3. notifies the student that he/she may appeal to the department chair within 10 calendar days.
4. additionally notifies the student that he/she may appeal to the department chair within 10 calendar days.

Students may appeal declassification to the department chair, who upholds the decision or re-instates the student with or without conditions stated in writing. The department chair also informs the student that the decision can be appealed to the Associate Dean of the College within 10 days.

If the Associate Dean upholds the declassification, he/she requests in writing that the Office of Academic Programs and Services take final action and notify the student and the Registrar's Office. A candidate who has been declassified is not eligible to reapply to the declassifying program but may apply to other programs at CSUEB. Declassified candidates will receive official notification of declassification from CSUEB's Academic Programs and Services. Dismissed students must withdraw from the university and must immediately notify the Financial Aid Office and return all funds disbursed directly to you and/or credited to your student account. A full explanation of the Drop & Withdraw Policy is found at <https://www.csueastbay.edu/financialaid/current-students1/drop-withdraw-policy.html>