

Academic Standards: Administrative-Academic Probation and Disqualification from the CLS and
CGMBS Post Baccalaureate Certificate Programs

Approved by ADRRC 4/22/24

[Link for relevant SJSU policies](#)

[Link for relevant ASCP guidelines for ethical behavior](#)

[Link for relevant ASCLS Code of Ethics](#)

Rationale:

The only mechanism at SJSU for academic disqualification of post-baccalaureate or certificate students is failure to achieve a term GPA of 3.0 in each successive semester after having been put on academic probation (until a cumulative GPA of 3.0 is reestablished).

Sometimes there are students who are failing to progress in their training rotations despite maintaining an adequate GPA. Examples include students who are not able to perform clinical testing as expected or who exhibit behavior that violates professional standards.

The CLS and CGMBS Training Program recommends that the Program enact the following policy:

**Academic Standards: Administrative-Academic Probation and Disqualification from the CLS
and CGMBS Post Baccalaureate Certificate Programs**

- I. Administrative-Academic Probation: In addition to the SJSU requirement that all post-baccalaureate or certificate students maintain a cumulative GPA of 3.0, the CLS and CGMBS Training Programs will place students on Administrative-Academic Probation under the following conditions:
 1. The student has not complied with all policies outlined in course syllabi and the Student Handbook and has received at least two written warnings from the Compliance Coordinator and/or Program Director.
 2. The student has violated clinical training site policies and has received at least two written warnings from the Education Coordinator and/or Program Director.
 3. The student has failed a specific clinical training rotation. Failure is evidenced by an incomplete Skills Competency Checklist at the scheduled end of the rotation and/or an unsatisfactory Trainer Evaluation of Clinical Rotation Form at any point during a clinical rotation.
 4. The student has exhibited unethical behavior as determined by the Program Director, in consultation with the Biology Department Chair

and/or Associate Dean of Academics in the College of Science, using the standards in the American Society for Clinical Pathology (ASCP) Guidelines for Ethical Behavior and the American Society for Clinical Laboratory Science (ASCLS) Code of Ethics.

II. Conditions for removal from Administrative-Academic Probation: For each of the situations in (I), above, there will be a specific set of conditions for removal from probation, as indicated below:

1. The student successfully complies with all policies outlined in course syllabi and the Student Handbook without any warnings from the Compliance Coordinator or Program Director for one full semester.
2. The student successfully complies with all clinical training site policies without any written warnings from the Education Coordinator or Program Director for one full semester.
3. The student passes all training rotations as scheduled, evidenced by satisfactory Skills Competency Checklists and Trainer Evaluation of Clinical Rotation Forms as scheduled at the training site, for one full semester. This is contingent upon the clinical affiliate agreeing to retrain the student in the specific training rotation that was failed. If the clinical affiliate does not agree to retrain, the student is immediately disqualified from the program. In addition, if, during the next semester, the student fails to successfully complete any rotation (either by earning an unsatisfactory Skills Competency Checklist or Trainer Evaluation), they will be immediately disqualified from the program.
4. The student corrects their unethical behavior in line with the standards in the ASCP Guidelines for Ethical Behavior and the ASCLS Code of Ethics immediately. Within two weeks of the incident, the student completes two online ethics training activities provided by the Program Director, with scores of at least 80% after a maximum of two attempts on each associated exam.

III. Administrative-Academic Disqualification from the CLS and CGMBS Training Program:

1. If the student has not satisfied the conditions for removal from Administrative-Academic probation within the period specified, the student will be disqualified from the CLS and CGMBS Training Program. In addition, if a student is placed on Administrative-Academic probation twice for the same reason, they will be disqualified immediately from the CLS and CGMBS Training Program and San Jose State University.

2. If a student is dismissed from their training site, this will result in immediate disqualification from the CLS or CGMBS Training Program and San Jose State University, with no preceding requirement for academic probation.
- IV. Students will be notified in writing when they are placed on Academic-Administrative Probation, when they have met the conditions for removal from Academic-Administrative Probation, and if they are subject to Administrative-Academic Disqualification.
- V. Reinstatement to the CLS and CGMBS Training programs: The CLS and CGMBS training programs do not reinstate students who have been disqualified.
- VI. Per University Policy S16-16 Section IV, appeal of Administrative-Academic Probation or Disqualification should follow the procedure outlined for review by the Academic Disqualification & Reinstatement Review Committee (ADRRRC).