

Fowler Professional Standards, Administrative Probation and Disqualification Policy
Graduate Business Programs
December 2023

SDSU's Fowler College of Business is accredited by the AACSB (Association to Advance Collegiate Schools of Business), which maintains a high standard for certifying business schools and promoting professionalism in the Business field. In line with AACSB professional standards, SDSU University Policy, and Policy of the College of Graduate Studies (as defined in the [University Catalog](#)), Fowler Graduate Programs may recommend administrative disqualification of a student who at any time during enrollment has demonstrated behavior unfit for the business profession.

Administrative disqualification based on failure to maintain professional conduct is distinct from Academic Disqualification based on Academic Performance. Thus, administrative disqualification is independent of the students' academic performance and can occur even though the student's cumulative and Program of Study (POS) GPA is at or above 3.00.

Fowler Graduate Professional Standards

The Standards of Professional Conduct are critical to the values and missions of SDSU's Fowler College of Business and are essential to achieve its mission to empower students from diverse backgrounds to achieve upward socioeconomic mobility. High professional standards are fundamental to maintaining employers' and the public's trust in Fowler Graduates and in the business profession.

Fowler 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 and avoid conduct that distracts or intimidates others in an instructional setting and other university activities
- Adhere to the Student Conduct Code as outlined in CSU Executive Order 1098 (a section is reproduced in the [Catalog](#))

Administrative Disqualification Based On Unsatisfactory Professional Behavior

Examples of unsatisfactory professional behavior include, but are not limited to:

- Cheating, plagiarism, and other forms of academic dishonesty in coursework (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 faculty, staff, and administrators in University-related activities, including when representing the university during a project and/or an Internship
- 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 of services within the university community; possession of stolen property regardless of origin; or misappropriation of university resources

Administrative Disqualification Procedures

In the event that a graduate student becomes aware of unsatisfactory and unprofessional behavior in a course, the student should immediately report the violation to the faculty member teaching the course. In the event that a faculty or a staff member becomes aware of unsatisfactory or unprofessional behavior both in and outside of a course, the faculty or staff member should report the violation to the chair of the Graduate Student Standards Committee. The faculty and staff members are responsible for substantiating the violation and reporting the violation to the *Fowler Graduate Student Standards Committee* by emailing fcgradstandardscmte@sdsu.edu and the *Center for Students Rights and Responsibilities* csrr@sdsu.edu.

The report of unprofessional conduct will be reviewed by the chair of the Graduate Student Standards Committee to determine if the issue should be accepted for investigation or if it should be addressed via alternative means.

If accepted for further review, the Fowler Graduate Student Standards Committee, consisting of the Graduate Director or a Program Lead, an FCOB Faculty member, and a student representative, will conduct a thorough investigation of the incident(s), including speaking to all parties involved about the incident(s) and examining relevant written and/or other evidence. Note that these matters may also be reported to and investigated by the Center for Student Rights and Responsibilities as they relate to SDSU's Student Code of Conduct.

Upon investigation, the *Fowler Graduate Student Standards Committee* will make findings, and, based on the findings, the Committee may recommend appropriate interventions to the Graduate Dean. These interventions include verbal counseling, written warnings, placing the Student in question on administrative probation, or disqualification from the graduate program of study. After reviewing the findings of the Committee and the recommendations, the Graduate Dean may accept, reject, or modify the Committee's recommendation. The Committee will then communicate the decision in writing to the following:

- student
- faculty/staff member
- Fowler Dean and Associate Dean of Academic Affairs
- Dean of Graduate Studies

Appeal Process:

Students found to have violated the Fowler College of Business's Graduate Professional Conduct standards may appeal the findings by first submitting a one-page letter documenting why you believe the decision was incorrect to the *Fowler Graduate Student Standards Committee*. This appeal must be submitted within 1 week of the decision notice.

If an appeal is filed to the Graduate Student Standards Committee on time, the committee will review the appeal and render a decision within 1 week (5 business days).

If no appeal is filed, or when the appeal is denied, the Graduate Dean will review the submitted documentation of the incident(s) (including communicating with the Center for Student Rights and Responsibilities). If the Graduate Dean concurs with the college committee's recommendation, they will work with campus partners, including the

Registrar's office, to immediately place the student on Administrative Probation, recommend immediate Disqualification, or put forward other sanctions. The campus may require the student to discontinue enrollment as of the date of the notification. Students will be notified by the Registrar's office when they are subject to dismissal from any Fowler Graduate Program.

Disqualified students cannot enroll in SDSU or classes through 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 reapply and file an application for readmission, as well as a Petition for Reinstatement following Disqualification. Readmission to SDSU (whether the same graduate program or a different program) is not guaranteed. Each applicant will be considered on an individual basis by the corresponding graduate advisor and program faculty lead, who provides a recommendation to the Graduate Dean through the reapplication and petition process.

As a reminder, Administrative Disqualification (described above) is distinct from **Academic Disqualification Based on Academic Performance** (described briefly below).

Following [University Policies](#), graduate students may be **academically** disqualified based on unsatisfactory academic performance if they

- fail to maintain the minimum GPA of 3.0 for two consecutive terms
- withdraw from 50% or more of their program of study courses in two successive terms or in any three terms
- fail to meet the conditions of admission within the specified period
- are denied advancement to candidacy for a degree
- fail in thesis or comprehensive examination

Student Receipt

I have received and reviewed this.

Full Name: _____

Signed by _____

Date _____