

## Student Academic Standing and Evaluation

1. Academic standing (good standing, probation, suspension, and dismissal) will be determined as soon as possible at the conclusion of each semester. Based on the standards below, the National Registrar's Office will automatically determine which students are on academic probation and communicate that information to the program directors. Additional academic action will be determined by the student's Program Director and/or Student Tenure Committee, as defined in this document. Every semester, each Program Director must send a report of students who are not in good academic standing to the National Registrar and National Financial Aid Director. This report will be used in determining a student's satisfactory academic progress (SAP) and eligibility for financial aid.
2. A student's academic standing may fall within the following categories:
  - a. Good Standing
  - b. Probation
  - c. Suspension
  - d. Dismissal
3. A student in good academic standing:
  - a. is not on probation
  - b. is making acceptable progress toward his/her degree or certificate which includes the maintenance of a minimum grade of "P" or "B" in no less than 80% of the total attempted credits.
  - c. has earned grades at the "Pass" or "B" level or higher
  - d. has no more than one LP or C in a semester
4. If a student receives two or more "LPs" or "C's" and/or fails one or more courses in a semester, or is not meeting the 80% standard in 3.b., the National Registrar's Office will place the student on Academic Probation. The Program Director will be notified and shall meet with the student to provide counseling and guidance, and may convene a Student Tenure Committee.
5. If he/she receives another "LP," "C" or "F" during a period of probation, he/she will be asked to appear before a Student Tenure Committee.
6. If the student fails two (2) courses at any time within two consecutive semesters, he/she will meet with the Student Tenure Committee.
7. If a student fails three (3) courses over two academic years, the student will be automatically dismissed. He/she has the right to appeal to the Student Tenure Committee for reinstatement, citing any extenuating circumstances.

8. As part of the evaluation process, the Committee can suggest a range of ways to proceed that may include, but are not be limited to:
  - a. Dismiss the case
  - b. Investigate the matter further
  - c. Oversight and assistance without putting the student on probation
  - d. Place the student on Academic Probation. The conditions of probation will be determined by the nature of the case and the findings of the Committee. The appropriate course of action that the student must follow is determined by the nature of the case. The Committee may decide that the student can continue in his/her program while satisfying the probationary conditions that the student may continue with a reduced course load or that the student may not continue in his/her program until all conditions of probation have been satisfied. The Committee shall determine the timeframe for probation.
  - e. Place the student on Academic Suspension for a specific period of time.
  - f. Permanently dismiss the student from the academic program.
9. The student may appeal the decision of the Student Tenure Committee to the Dean in writing no later than ten working days after the decision has been rendered. The Dean has five working days to respond to the student. The student may appeal the Dean's decision to the Provost in writing no later than five working days after the Dean's decision has been rendered. The Provost has five working days to respond to the student. The student may appeal the Provost's decision to the President in writing no later than five working days after the Provost's decision has been rendered. The President has five working days to respond to the student. All communications with the student will be copied to the committee chair.
10. Students have the right to respond to any particular faculty evaluation by meeting first with the faculty member and secondly with the student's Program Director.
11. Students in the School of Graduate Studies should refer to the School's handbook for policies regarding academic progress and good standing.

### **Students Placed on Academic Probation**

Students may be placed on academic probation by their academic Program Director or the Student Tenure Committee.

During the semester in which a student is on academic probation s/he will typically enroll in a reduced number of credit hours whether these come from HUC-JIR courses, or consortium, cross-campus or dual program credit programs.

The number of credit hours that a student is permitted to enroll in during a semester on probation may be stipulated by the academic Program Director or Student Tenure Committee.

The student will meet with his/her Program Advisor to discuss a possible reduction in outside commitments and fieldwork hours.

All instances of academic probation, suspension, and dismissal will be posted to the student's permanent academic record.

Students will be removed from probation when they have completed twelve semester hours under the following conditions:

1. all work for each course must be completed by the end of its semester, without incurring any incompletes
2. all incomplete work from previous semesters must be completed
3. the grade received in each course must be Pass (B) or better

Any student who incurs a total of two occurrences of academic probation over the course of her/his academic program(s) will be recommended to a Student Tenure Committee for possible suspension or dismissal from the College-Institute.

### **Class Standing**

Class standing and progress through the curriculum is determined by the Faculty and Program Directors as set forth in the academic handbooks for each program.