

ACADEMIC STANDING - PROBATION AND DISMISSAL

PURPOSE

This policy states the academic standing criteria for the University.

POLICY

Academic standing for all undergraduate degree and non-degree students is based on a student's number of overall attempted hours and institutional GPA according to the chart below. Academic Standing is evaluated at the end of the fall and spring semesters, however, because of differences in the pattern toward the completion of degree requirements, part-time continuing education students will not be evaluated until they have attempted at least twelve credits.

<u>Attempted Credits</u>	<u>Satisfactory GPA</u>	<u>Probation GPA</u>	<u>Dismissal GPA</u>
0-23	1.75	1.25-1.749	Under 1.25
24-47	2.00	1.50-1.999	Under 1.50
48+	2.00	1.75-1.999	Under 1.75

The point average is based on quality points received only from Westfield State University while the number of attempted credits is the combination of Westfield State University credits and all transfer credits that have been awarded.

Regardless of GPA, students who are making satisfactory progress and receive 3 or more F grades in a given semester will be placed on academic probation. The same standard applies to part-time continuing education students who receive 3 or more F grades in the span of attempting twelve credits.

If there is any change to the student's record (change of grade, file of repeat course paperwork, etc....) the Registrar (or continuing education Dean) will reevaluate the student's recalculated GPA in accordance with the above chart and alter their academic standing accordingly, provided the change occurs prior to the end of the add/drop period of the following semester.

PROBATION POLICY

Students placed on probation will be given one semester to raise their GPA to the required level with the following conditions. As noted above part-time

continuing education students will be allowed to attempt twelve additional credits to raise their GPA regardless of the number of semesters needed to attempt those twelve credits. If a student on probation earns a 2.50 GPA or higher in the following term and earns a minimum of 9 credits, their probation will be automatically continued for one additional semester. Students who fail to achieve a satisfactory GPA or continue their probation after the allotted amount of time are subject to dismissal.

1. Probation students can register for only 12/13 semester hours of credit.
2. Students on probation are prohibited from participating in all co-curricular activities, including but not limited to, intercollegiate athletics, intramural sports, clubs, social organizations, MTG, *The Campus Voice*, *Tekoa*, *WSKB*, *In Focus*, student government organizations, or any other campus activity not directly connected to the requirements of a credit bearing course. Students who violate this policy are subject to disciplinary action, and organizations that allow a student on probation to participate in activities may jeopardize their funding or ability to function.
3. Day Division students on probation are required to work with an advisor (in addition to their departmentally-assigned faculty advisor) within the Department of Academic Achievement (as assigned by the Associate Dean) to improve their own academic performance. Students on academic probation may be required, at the advisor's discretion, to:
 - a) meet for individual advising appointments on a regular basis,
 - b) meet to review mid-semester progress reports,
 - c) respond to communications from the Academic Achievement Center (AAC) throughout the semester, and/or
 - d) follow any conditions mutually agreed upon between the advisor and the student or set by the Committee on Academic Standing when approving an appeal for a dismissed student to return on probation.
4. Continuing education students are required to work with an advisor assigned by the continuing education Dean. In consultation with the assigned advisor, students are responsible for developing a strategy to bring their GPA up to the necessary level. The strategy should include specific direction with regard to course load, course selection and/or ongoing advising and academic support. The plan must be in writing, and a copy will be placed in the student's file for monitoring purposes.

5. Failure to participate in regularly scheduled appointments, comply with any conditions and/or follow developed plans will be shared with the appropriate division's Committee on Academic Standing if a student on probation is subsequently dismissed and files an appeal to be reinstated.
6. Students may not appeal probation status.

In order to have the probation status removed from their record, students with incomplete grades on their record must complete the work and have a grade submitted before the end of the add/drop period of the subsequent semester.

DISMISSAL POLICY

Matriculated degree seeking students who are dismissed from the University may attempt an additional twelve credits through the Division of Graduate and Continuing Education as a non-matriculated, non-degree seeking student in an attempt to improve their Westfield GPA. Students may not cross-register into day division classes unless both the continuing education Dean and Registrar agree it is in the student's best interest to do so and seats are available. Students who are initially non-matriculated, non-degree students and who are dismissed from the University must appeal their dismissal (see item 3 below) in order to continue taking coursework at Westfield through the Division of Graduate and Continuing Education.

1. Day division students may return to Westfield as a matriculated degree seeking students through the Office of the Registrar upon completing a minimum of 12 college-level credits with a GPA of 2.5 or greater. Continuing education students may return to Westfield as matriculated degree seeking student through the Undergraduate Records Coordinator for the division upon completing a minimum of 12 college-level credits with a GPA of 2.5 or greater. Please note there are maximum numbers of credits that may be accepted in transfer back to Westfield (see transfer credit policies for more details). Students are required to receive pre-approval to take these additional credits from the Registrar or continuing education Dean or their designees. Upon readmission students will automatically be placed on probation and are subject to the conditions noted above under the "Probation Policy" section unless they have raised their GPA to the minimum required for satisfactory standing through the Division of Graduate and Continuing Education.

2. Students who are dismissed from the University for a second time are placed on suspension, may not return for a period of two years, and must also show evidence of at least a 2.5 GPA of 12 college-level credits in order to return.
3. Dismissed/suspended students may appeal to the Committee on Academic Standing in their division to return to the University in the following term. Any exceptions to dismissals based upon extenuating circumstances, beyond the normal demands of student life, must be made in writing to the appropriate division's Committee on Academic Standing and addressed to the Committee Chair. There are no set guidelines as to what should be included in the appeal, however, the Committee is interested in hearing honestly and candidly from the student about what happened during the term and, most importantly, what steps the student will take to correct their difficulties. Students reinstated are automatically placed on probation for the semester in which they return and are subject to the conditions noted above under the "Probation Policy" section. The Committees maintains the right to place conditions upon the student, including but not limited to, required course repeats, changing major(s), and/or mandatory counseling.
4. The Committees meet in January and during the summer to review all appeals for reinstatement. Committee decisions are based on a simple majority vote of members in attendance. Students are notified of the appeal's outcome in sufficient time to plan for the next semester. The Committees reserve the right to defer their decision to review the final grades of pending coursework in either winter or summer sessions. The decision of the Committee is final.

COMMITTEES ON ACADEMIC STANDING

This policy is administered by a Committee on Academic Standing in each of the University's two divisions.

Day Division Committee members include:

Registrar, Committee Chairperson

Dean of Undergraduate Studies

Associate Dean of Academic Achievement

Dean of Students

Two Faculty Members (appointed by the MSCA President)

One advisor from the AAC selected by the Associate Dean

Westfield State University

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section Academic

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Continuing Education Committee members include:

Dean of Graduate and Continuing Education, Committee Chairperson

One faculty advisor (appointed by the Dean)

Undergraduate Records Coordinator

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.