

# University Policies

<b>Policy Name:</b> Academic Probation, Suspension and Reinstatement for Undergraduate Students	<b>Effective Date:</b> June 22, 2009
<b>Custodian of Policy:</b> Vice President for Academic Affairs	<b>Last Review:</b> October, 2006
	<b>Next Review:</b> September, 2016

## Policy:

Satisfactory academic standing for undergraduate students is defined as both:

- achieving a Minnesota State University, Mankato cumulative grade point average (GPA) of 2.0 or higher. Transfer credits are not included in calculating satisfactory GPA.

The Grade Point Average (GPA) is the total number of quality points earned by the student, divided by the total number of credit hours attempted on a regular grade basis. Please refer to the University Grading Policy for the quality point calculations. Courses in which a P or NC is earned are not included when calculating GPA;

- maintaining a Minnesota State University, Mankato cumulative satisfactory course completion rate of at least 67%. Transfer credits are not included in calculating satisfactory course completion rate.

Course completion rate is defined as the total number of Minnesota State Mankato earned credit hours divided by the number of total attempted Minnesota State Mankato credit hours. Courses which have received grades of A (+/-), B (+/-), C (+/-), D (+/-), and P are considered attempted/ earned credits and courses assigned grades of F, NC, I, IP, W or Z are only considered attempted credits.

The University Student Financial Aid Eligibility Satisfactory Academic Progress (SAP) Standards Policy maintains academic standards that are at least as strict as the standards established in this policy.

Unsatisfactory academic standing will result in either academic probation or suspension.

### **Academic Probation 1**

After one semester (this includes summer session) of failing to meet the satisfactory academic standing requirements, a student will be placed on academic probation. While on Academic Probation 1, a registration hold will be placed on a student's record. A student must take part in the probation process required by the Student Relations Coordinator/designated advisor in the college of the student's major or the Office of First Year Experience, if the student is undecided about her/his major.

### **Academic Probation 2 (continuation in probationary status)**

After two consecutive semesters (this includes summer session) of failing to meet the satisfactory academic standing requirements, a student will be placed on Academic Probation 2. While on Academic Probation 2, a registration hold will be placed on a student's record. A student should continue working with the Student Relations Coordinator/designated advisor in the college of the student's major or in the Office of First-Year Experience. Failure to achieve

the required Minnesota State Mankato cumulative GPA and/or course completion rate will result in academic suspension following the close of the Probation 2 semester.

### **Academic Suspension**

After three consecutive semesters (this includes summer session) of failing to meet the satisfactory academic standard requirements, a student will be suspended from Minnesota State Mankato. Academic suspension disqualifies a student from further enrollment. If a student has already registered for the next term, the classes will be dropped.

### **Academic Progress Postponing Academic Suspension**

For an Academic Probation 2 status student who does not meet the cumulative, Minnesota State Mankato standards for satisfactory academic standing, suspension will be postponed if the following conditions are achieved by the student during the most recent academic term: completed at least 12 credits or more, with a most recent term GPA of 2.67, and with an 80 percent completion rate.

## **Procedures**

### **Academic Reinstatement**

#### **Deadlines**

Fall Semester Reinstatement: Reinstatement applications are due by the **second Monday of June** no matter if the applicant had been enrolled previously during the summer, fall, or spring terms.

Applications for reinstatement will be considered if the student can document that he/she has:

- extenuating circumstances affecting academic performance;
- taken at least a year absence from his/her studies pursuing other career-related options;
- demonstrated satisfactory academic progress at another institution of higher education during the suspension; and/or
- demonstrated recent outstanding academic success at Minnesota State Mankato.

The Application for Academic Reinstatement form is available on the University's website or from the Office of Academic Affairs.

Spring or Summer Semester Reinstatement after at least a one-year absence: If the applicant has been away from Minnesota State Mankato for more than one year he/she may submit an application for reinstatement by the **second Monday of October**. This schedule will allow for advisors and the Academic Standing Committee to best guide students applying for academic reinstatement. Students will receive notification about their reinstatement within one month after the application deadline from the Office of Academic Affairs via email.

### **Academic Standing Committee**

The Academic Standing Committee will include (at minimum), 1 Student Relations Coordinator, 1 Faculty Association representative, 1 MSUASF representative, 1 student representative, and 1 Academic Affairs administrator, who serves as Chair.

The Academic Standing Committee will either approve or deny reinstatement appeals with this decision being communicated to the student and college advisor through the Office of Academic Affairs via email. Reinstated students are responsible for scheduling a meeting with the appropriate college advisor within 10 business days after receiving reinstatement notification from the Office of Academic Affairs. These professional advisors will develop an academic success contract for the reinstated student guiding academic expectations until the student is no longer in

academic suspension status (minimum terms of semester contracts include a 2.0 GPA and a 67 percent course completion rate). Students' academic progress will be monitored by the appropriate College Student Relations Coordinator/Dean designee or Office of First Year advisor staff designee.

### **Appeals**

Appeals of decisions made concerning academic suspension and/or academic reinstatement should be filed with the Office of Academic Affairs. Written appeals must be filed within 14 calendar days of email notification sent by the University.

### **Rationale:**

This policy is to guide undergraduate students on academic probation, define the process for academic suspension and reinstatement, and support students in achieving satisfactory standing. The policy follows federal regulations and is established in accordance with the guidelines authorized under Minnesota State Colleges & Universities Board Policy 2.9 and Procedure 2.9.1.

A continued record of failure to meet satisfactory academic progress requirements jeopardizes admission to major programs, precludes graduation, and may prevent transfer to other institutions. Remaining at the University under such conditions serves no useful purpose to the student.