

# University Policies

<b>Policy Name:</b> Satisfactory Academic Progress for Undergraduate Students	<b>Effective Date:</b> January 16, 2012
<b>Custodian of Policy:</b> Vice President for Academic and Student Affairs	<b>Last Review:</b> June 2009 (Standard) September 2011 (Expedited)
	<b>Next Review:</b> September 2016

**Please note: Academic Affairs will send all notifications regarding changes in a student's academic status by University email only.**

## Policy

Satisfactory Academic Progress for undergraduate students is defined as both:

- achieving a Minnesota State University, Mankato ("local") 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 credit completion rate of at least 67%. Transfer credits are included in calculating satisfactory credit completion rate.

Credit Completion Rate (CCR) is defined as the total number of earned credit hours divided by the number of total attempted 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. Courses taken as Audit (AU) have no grade point value and are not considered attempted credits. Credits taken as Audit are excluded for calculation of the Credit Completion Rate.

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 academic policy.

### Academic Warning

After one semester (this includes summer session) of failing to meet the Satisfactory Academic Progress requirements, a student will receive an academic warning. The University will place a registration hold on students who receive an academic warning. Students must follow the process for students on warning in their respective colleges. Students who receive an academic warning should contact the Student Relations Coordinator/designated advisor in their college, or the Office of First Year Experience if the student is undecided about her/his major.

## Academic Suspension

After two consecutive semesters (this includes summer session) of failing to meet the Satisfactory Academic Progress requirements, a student will be suspended from Minnesota State University, 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 Reinstatement Following Suspension

Reinstatement is the process involved to allow a suspended student to return to the University.

**Regular Reinstatement:** Normally, students who have been suspended will be reinstated after one year away from the University. No committee appeal is necessary for regular reinstatement. Please note forms and deadlines below.

**Early Reinstatement:** A suspended student may apply for early reinstatement (after one semester away from the University) if he or she had extenuating circumstances and documented them in a successful appeal to the Academic Standing Committee during the semester following suspension. Please note forms and deadlines below.

**Immediate Reinstatement:** A suspended student may receive immediate reinstatement and be allowed to continue his/her studies on probation in the term directly following suspension if one of the following conditions is achieved:

1. During the most recent term, the student achieved a term GPA of 2.5 and a term credit completion rate of 75%. Immediate reinstatement will be automatic in this case.
2. The student had extenuating circumstances and documented them in a successful appeal to the Academic Standing Committee during the warning semester. Extenuating circumstances could include major health problems, family emergencies, or unforeseen, traumatic personal circumstances. The deadlines are below.

All reinstated students will be on academic probation.

## Academic Probation

Students may continue on probation as long as they meet the probation term requirements which are a minimum local term GPA of 2.5 and a minimum term credit completion rate of 75%. Students on probation who fail to meet these requirements, will be suspended again.

The University will place a registration hold on students who are probationary students. Students on probation must follow the process for students on probation in their respective academic college(s).

## Procedures

### Procedures for Academic Reinstatement

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

Students and college advisors will receive an email notification of the reinstatement decision. All reinstated students will have probation advising holds and need to meet with their academic advisors to register for classes.

**Immediate Reinstatement:** Suspended students who achieved a minimum local term GPA of 2.5 and a term completion rate of 75% will be automatically reinstated.

**Reinstatement for Extenuating Circumstances:** Suspended students who believe that extenuating circumstances prevented them from achieving required standards may apply for Immediate or for Early Academic Reinstatement. Applications require full documentation of the extenuating circumstances, a plan for improvement, and a recommendation letter. Applications are accepted until the second Monday of June for reinstatement to begin in the Fall semester; the second Monday of February for reinstatement to begin in the Summer term; and the second Monday of October for reinstatement to begin in the Spring semester. This schedule will allow for advisors and the Academic Standing Committee to 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.

**Regular Reinstatement:** Deadlines for regular reinstatement are the last Monday of July to begin in the fall semester, the last Monday of November to begin in the spring semester, and the last Monday of March to begin in the summer term. Submitting the Application for Academic Reinstatement form to Academic Affairs will be sufficient to receive regular reinstatement.

#### Academic Standing Committee

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

The Academic Standing Committee will either approve or deny Reinstatement for Extenuating Circumstances appeals, with this decision being communicated to the student and college advisor through the Office of Academic Affairs via email.

#### 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 the process for academic warning, 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.