**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

**Submission Information**

|  |  |
| --- | --- |
| **Cheyney University Policy Number:** | AA 2010-1052 |
| **Policy Type:** | Undergraduate Academic Standing |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised 12-9-2009; Revised 10-29-18 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

|  |  |
| --- | --- |
| **A: Purpose** | The purpose of this policy is to define the levels of acedmic achievement consistant with instituitional standards aligned with the expectation of the PA Board of Governors procedures (ref: #SA-043) |
| **B: Scope** | This policy applies to all undergraduate students. |

**Rationale Information**

|  |
| --- |
| **D. Policy & Procedure(s)**  **Academic Standing Definitions**  ***Good Academic Standing*** - An undergraduate student at Cheyney University must achieve a minimum cumulative grade point average (CGPA) of 2.000 to maintain good academic standing. Any student whose CGPA falls below a 2.000 will receive notification from the Office of the Registrar indicating their academic jeopardy status along with the conditions and recommendations to resolve their academic standing.  ***Academic Warning*** - An undergraduate who fails to achieve and maintain a minimum cumulative grade point average (CGPA) of 2.000 will be placed on academic warning and restricted to taking no more than 15 credits during the warning semester and will not be allowed to register for an internship. Students on academic warning are required to make a plan with their faculty advisor to remediate academic difficulties and to use the Academic Success Center for additional support. Being on academic warning may jeopardize a student’s financial aid eligibility contingent on the university’s Financial Aid Satisfactory Academic Progress policy.  ***Academic Probation*** - An undergraduate on academic warning who does not raise their cumulative grade point average (CGPA) to 2.000 at the end of their one warning semester will be placed on academic probation. Students on academic probation are required to develop an academic success plan with their faculty advisor to remediate academic difficulties and to use the Academic Success Center for additional support. Being on academic probation will jeopardize a student’s financial aid eligibility contingent on the university’s Financial Aid Satisfactory Academic Progress policy. Financial aid may be appealed and will be considered for reinstatement based on the individual student’s extenuating circumstance and academic success plan.  During probationary semesters, students will be restricted to taking no more than 15 credits. Furthermore, students on academic probation are not eligible to compete or practice in intercollegiate athletics, cannot register for internships and is prohibited from holding leadership positions in student organizations. Financial aid including scholarships may not be awarded contingent on the university’s Satisfactory Academic Progress policy and procedures.  ***Academic Dismissal*** - An undergraduate student who fails to achieve the minimum CGPA of 2.000 after completing their academic probationary semester will be dismissed from the university. Academically dismissed students may appeal to the Academic Affairs Council for reinstatement to continue their studies at Cheyney University.  **Appeal Process:**  Only academically dismissed students may appeal to the Academic Affairs Council in order to be reinstated into the university. To appeal the dismissal, a formal letter is submitted to the attention of the Provost or Registrar. This letter must include an explanation detailing why the student was unsuccessful in their previous academic experiences with supporting documentation (if applicable) and why the student feels that future academic endeavors will be successful. The committee will review the letter, the student’s academic record, and may conduct a personal interview with the student. After a review of the documents submitted, the committee may uphold the dismissal or approve a reinstatement under stipulated conditions as determined by the committee.  If a student is granted an appeal, the student will be reinstated for the upcoming semester under the following conditions:  • The student will be placed on academic probation for the first reinstated semester.  • The student will work with their advisor and the Academic Success Center on academic recovery efforts which will include participation in a university program designed to support such efforts.  • The student must satisfy all the conditions of their new academic probationary status.  • The student who have been reinstated is not eligible to submit another appeal if the student falls under academic dismissal during any subsequent term.  If a student’s appeal is denied, the academic dismissal will be upheld. Undergraduates who choose not to appeal or who decide to later request readmission may be eligible to return to the university under the academic amnesty process if they have been separated for a period of no less than three years. In other cases, a previous academically dismissed undergraduate may be considered for transfer back to the institution if the student meets the admission requirements to be categorized as a transfer student.  ***Other Definitions***  ***Grade Point Average (GPA)*** – The GPA is the average obtained by dividing the total number of quality points earned by the total number of credits attempted.  ***Quality Points (QP)*** – are awarded based on the grade earned in each course. This is used in determining GPA along with the amount of total credits completed. (See Grading Policy)  ***Satisfactory Academic Progress (SAP)*** – is a federal aid eligibility term. At Cheyney University, SAP is demonstrated when an undergraduate student successfully completes at least 67% of the total cumulative credits that they attempted along with achieving a CGPA of 2.000. Please note that students receiving state grants are subject to the progress and eligibility requirements of those state grants which may require additional measures to be checked.  Keywords: academic dismissal, academic jeopardy, academic probation, academic standing, academic success and academic warning.  Related Policies: Academic Amnesty, Satisfactory Academic Progress for Financial Aid  Enforcement Body: Faculty advisors are responsible for implementing this policy. The Office of the Registrar is responsible for enforcing this policy.  **Further Conditions:**   * An undergraduate student may not take an undergraduate course of record more than three (3) times * No student may use the repeat option more than six times TOTAL. For example, this means repeating six DIFFERENT courses once each, or repeating three different courses twice. * If a student repeats a course – the course credits are only counted once in calculating GPA and determining total credits towards graduation. * Only the most recent earned grade (regardless of whether it is higher or lower than the grade achieved on a previous attempt) will by use in calculating the GPA. * WC will be counted as credits attempted but will not be calculated in the GPA. |
|  |

|  |  |
| --- | --- |
| **Date Received from the AAC:** | 11/5/18 |
| **AAC Approval Date:** | 10/29/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |