



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Undergraduate Student Academic Standing and Dismissal Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

This policy is written to address a student's academic standing, and persistence Commonwealth University.

Commonwealth University recognizes academic deficiencies and lack of academic progress can occur for many reasons. This policy is to address academic deficiencies through early identification and meaningful recovery planning. This policy gives the student time to clarify their educational and career goals. The student has the right to appeal the academic dismissal. The dismissal policy is designed to help assist each student in their decision-making process

2. Scope

This policy applies to all undergraduate students at the Commonwealth University of Pennsylvania.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **Academic Dismissal:** The official separation of a student from Commonwealth University for failure to earn the required GPA Standard.

3.1.2. **Academic Probation:** Academic status applied to a student with two consecutive semesters below good academic standing.

3.1.3. **Academic Recovery Plan:** Plan of procedures and strategies a student undertakes to reach good academic standing.

3.1.4. **Academic Standards Review Board (ASRB):** A committee comprised of faculty, staff, and administrators who convene biannually to decide the appeal of students who have been academically dismissed. The decisions of the



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ASRBs are final. The ASRB will be organized by each college in collaboration with the office of the Dean of Undergraduate Education.

- 3.1.5. **Academic Standing:** is determined by a student's cumulative grade point average (GPA)
- 3.1.6. **Academic Warning:** Student's status following a semester of enrollment earning a cumulative GPA of less than a 2.0. Also, a student's status upon returning to the institution following a mandated academic separation.
- 3.1.7. **Appeal:** Student's right to a process to petition their dismissal to the Academic Standards Review Board
- 3.1.8. **Grade Point Average:** A student's overall GPA calculated at Commonwealth University based on credits attempted, earned grades, and repeated courses
- 3.1.9. **Good Academic Standing:** Student's status when holding a cumulative GPA of 2.0 or above.
- 3.1.10. **Intersession:** Winter or summer session.
- 3.1.11. **Progress Towards Degree:** the measure of earned credits towards graduation.
- 3.1.12. **Reinstatement:** Reactivating a student's record after a separation from the institution.
- 3.1.13. **Readmitted:** Term used when a student has completed a separation from Commonwealth University and receives University approval to enroll in courses again.
- 3.1.14. **Re-enrolled:** Status for student that returns to the institution after a voluntary separation from the institution.
- 3.1.15. **Regular Semester:** Fall or Spring term.

4. Policy

4.1. Academic Standing and Reinstatement

- 4.1.1. Any student at the end of the end of any regular semester of enrollment that has earned above a 0.01, but below good academic standing will be placed on Academic Warning
- 4.1.2. Students on academic warning will coordinate with designated campus individuals to outline an Academic Recovery Plan to work towards Good Academic Standing.
- 4.1.3. Students who possess a 1.7 Cumulative GPA or higher will have an additional regular semester on Probation to earn Good Academic Standing
- 4.1.4. Any student whose previous academic standing warning and possess a 1.69 or below will be placed on Academic Dismissal.
- 4.1.5. Any student, at the end of three regular semesters of enrollment that has not earned a 2.0 cumulative GPA will be dismissed from the university.



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Progression	Cumulative GPA	Action	Procedure
First Semester First Year Student	0.00	Dismissal	No Appeal
First Semester Below	0.01 - 1.99	Warning	Academic Recovery plan
	2.00 - 4.00	Good Standing	N/A
Second Semester Below	0.01- 1.69	Dismissal	Appeal
	1.70- 1.99	Probation	Academic Recovery plan
	2.00 -4.00	Good Standing	N/A
Third Semester Below	0.01-1.99	Dismissal	Appeal, Dismissed for two semesters
	2.0-4.0	Good Standing	N/A

4.2 Reinstatement from Dismissal

4.2.1 Any student returning after a required academic separation from the University will return on a second Academic Warning if the Cumulative GPA is below Good Academic Standing.

4.2.2 If a student's cumulative GPA is below Academic Standing at the conclusion of the second Regular Semester of Re-Enrollment, a student will be given a second status of Academic Probation.

4.2.3. At the conclusion of two Regular Semesters a student has not achieved Good Academic Standing; they will be dismissed for four regular semesters from the institution.

Semesters of re-enrollment	Cumulative GPA	Action	Procedure
Start of First Semester	0.01 - 1.99	Warning After Dismissal	Academic Recovery plan
	2.00 - 4.00	Good Standing	N/A
Start of Second Semester	0.01- 1.99	Probation After Dismissal	Academic Recovery plan
	2.0-4.0	Good Standing	N/A
End of Second Semester	0.01- 1.99	Second Academic Dismissal	Appeal, Dismissed for two years
	2.0-4.0	Good Standing	N/A



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4.2 Options After Dismissal

Academic Dismissal will only occur following regular semesters. Once academically dismissed, a student has the following options:

- 4.2.1 Appeal for academic dismissal. See 4.2 below for the procedure to appeal.
- 4.2.2 Remain separated from Commonwealth University for at least two concurrent semesters and then reapply to admission as a readmitted student.
- 4.2.3 Any student who does not file an appeal to ASRV will be treated as if they did appeal, and the decision was not to be reinstated.

No action regarding a student's record/ schedule will be taken until the after ASRB has reached a decision.

The Office of Undergraduate Education will provide a list of academically dismissed students to each College Dean and Department Chairs. The coordination of the Academic Standard Review Boards is the responsibility of each college and the Office of the Undergraduate Education for the Academic Exploratory (undeclared) student. The coordination will include seeking and securing the faculty within each college, notifying the student of their dismissal, and providing instructions to the student should they wish to be academically reinstated. Each college is responsible for providing the results of their respective ASRB's to the Dean of the Office of Undergraduate Education, who will then notify each constituent outline in **section 4.2**.

5. Procedures, Standards, and Guidelines for Dismissal

- 5.1. Students earning 0.0 GPA results in an automatic dismissal after one regular semester at Commonwealth University, with no appeal for two regular semesters.
- 5.2. Students will receive official notice from Commonwealth University, through their official university email no more than ten business days following the posting of final regular semesters grades.
- 5.3. The Office of the Undergraduate Education will notify the following offices or individuals of academic dismissal: Provost, Deans, Department Chairs, Student Success, Athletic Directors, Campus Police, and Dean of Students
- 5.4. **Academic Standards Review Board**
 - 5.4.1. Students appeal to Academic Standards Review Board. The ASRB for each college will consist of at least 3 members; the Dean or Dean's Designee and represent faculty from multiple campuses. Students who have not declared a major undeclared/exploratory will appeal to the Office of the Dean of Undergraduate Studies. The ASRB will be comprised of at least three members; the Dean or Dean's



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Designee, at least one faculty; the remaining members will be appointed by the Dean of Undergraduate studies.

5.4.2. If a student is academically dismissed from Commonwealth University, they are prohibited from enrolling in courses until they are reinstated, readmitted, or remained separated for the requisite period.

6. Compliance and Enforcement

6.1. Exceptions to this policy may be proposed to the Dean of Undergraduate Education.

7. Additional Information

7.1. Supporting Documents

7.2. History This request is to update a current Interim Academic Policy

7.3. Revised – October 15, 2024

7.4. Next Review Date – Spring 2026

7.5. Related Policies - PRP 3557 - Academic Dismissal and Appeals Procedure

7.6. Contacts for Additional Information and Reporting

7.6.1. Office of the Dean of Undergraduate Education,
viceprovost@commonwealthu.edu, 570-389-3803