



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Academic Dismissal of Undergraduate Students

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

Academic dismissal is an official act requiring separation of a student's enrollment at Commonwealth University. The policy illuminates the significance of the academic deficiency the student is experiencing. This policy is written to address a student's failing to meet the academic standards of Commonwealth University, allowing the student to consider financial and other significant implications this academic deficiency and or lack of progress are causing.

Commonwealth University recognizes academic deficiencies and lack of academic progress can occur for many reasons. Therefore, the policy is not intended to be punitive and does not necessarily result in a permanent separation but emphasizes the impact the student's academic performance has on the likelihood of matriculation through graduation, financial commitment, and appropriateness of selected major. It is meant to highlight the gravity and depth of the student's academic deficiency and to give the student time to clarify their educational and career goals, and to explore other majors. 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, at this difficult crossroads.

2. Scope

All undergraduate students at the Commonwealth University of Pennsylvania.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **Academic Standing:** A student's cumulative grade point average (GPA).

3.1.2. **Good Academic Standing:** a cumulative GPA of 2.0 or above.

3.1.3. **Warning:** Term used for an enrolled student's academic standing of less than a 2.0 GPA.



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- 3.1.4. **Academic Dismissal:** The official act taken by Commonwealth University requiring a student's separation in enrollment because of earning less than the required GPA based on credits attempted.
- 3.1.5. **Appeal:** Student's right to petition their dismissal to the Academic Standards Review Board or Dean of their respective college if the student has prior academic dismissals from Commonwealth University.
- 3.1.6. **Reinstated:** Student's status following a successful appeal of their academic dismissal allowing the student to enroll for the next available academic term.
- 3.1.7. **Readmitted:** Term used when a student has completed a separation from Commonwealth University and can enroll in classes again.
- 3.1.8. **Academic Renewal:** The process of omitting letter grades of a C- or lower from a student's GPA upon their readmission. A student must be separated from Commonwealth University for four terms but no more than twenty terms. A student has the right to determine if the renewal process is right for them and should consult with an academic advisor and the Office of Financial Aid.
- 3.1.9. **Academic Standards Review Board (ASRB):** A group of faculty, staff, and administrators who convene biannually to decide the appeal of students who have been academically dismissed. The decisions of the ASRBs are final. The ASRB will be organized by each college in collaboration with the Dean of Office of Undergraduate Education.

3.2. Roles and Responsibilities

3.2.1. Office of Undergraduate Education:

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.

4. Policy

- 4.1. Students who earn less than the minimum cumulative grade point average per attempted credits, as indicated below, will automatically be dismissed from Commonwealth University. Once 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.

0.0 results in an automatic dismissal regardless of credits attempted

1-15 credits attempted must earn a minimum of a .7 cumulative GPA

16-30 credits attempted must earn a minimum of 1.3 cumulative GPA

31-59 credits attempt must earn a minimum of 1.8 cumulative GPA



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60+ credits attempt must earn a minimum of 2.0 cumulative GPA

NOTE: 1) Regardless of credits attempted students must have a minimum of a 2.0 GPA at the start of their 5th semester to be eligible for federal financial aid. 2) Attempted credits include transfer credits.

- 4.2. Once academically dismissed, a student has the following options:
 - 4.2.1. Appeal the academic dismissal. See 5.1 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.

5. Procedures, Standards, and Guidelines

5.1 Procedures for Appeal of Dismissal

After receiving official notice from Commonwealth University students have the right to appeal against the decision. To appeal the academic dismissal, students appeal their dismissal to the Academic Standards Review Board, for which there will be one for each College. Appeals will be initiated by the student, scheduled, and heard during a set time. The appeal procedure will be communicated to the student along with the dismissal notification. Students who have not declared a major(undeclared/exploratory) will schedule and appeal to the Office of the Dean of Undergraduate Studies. The Office of the Undergraduate Education will notify the following offices or individuals of academic dismissal of only the students corresponding to their scope of responsibilities: All Deans, Department Chairs, Campus Life, Student Success, Athletic Directors, and Campus Police.

Each college will have the following representation on the Academic Standards Review Board, Dean, Department Chair, faculty member from each campus for 5 members. For a student academically dismissed after the fall term, appeals will be heard the week following the University holiday closure. For a student dismissed after the spring term, appeals will be heard the week following the posting of final grades. Academic dismissal will only occur following the fall and spring terms. Students dismissed more than once will appeal directly to the Dean of their respective college.

There will be an ASRB for the Bloomsburg, Lockhaven and Mansfield campuses, the Clearfield campus will be combined with the Lockhaven University.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and



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regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

6.3 Supporting Documents

6.3.1 [Include title of supporting documentation here.] [\[Link\]](#)

6.4 History

6.4.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]

6.4.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

6.4.3 Revised - [Date of Revision]

6.4.4 Next Review Date - [Date of Revision]

6.5 **Related Policies** - [Reference related policies]

6.6 Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]