



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

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 Standing:** is determined by a student's cumulative grade point average (GPA) and semester includes the following statuses:

3.1.1.1. **Good Academic Standing:** Student's status of a cumulative GPA of 2.0 or above.



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- 3.1.1.2. **Warning:** Student's status immediately following an academic standing of less than a 2.0 GPA.
- 3.1.1.3. **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.
- 3.1.2. **Appeal:** Student's right to a process to petition their dismissal to the Academic Standards Review Board or Dean of their respective college.
- 3.1.3. **Reinstated:** Student's status following a successful appeal of their academic dismissal allowing the student to enroll for the next available academic term.
- 3.1.4. **Readmitted:** Term used when a student has completed a separation from Commonwealth University and has University approval enroll in classes again.
- 3.1.5. **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. 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.
- 3.1.6. **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. 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 5.1.
- 4. **Policy**
  - 4.1. Students who earn less than the minimum cumulative grade point average per full-time terms or full-time equivalents, as indicated below, will be dismissed from Commonwealth University, with the right to appeal the dismissal. 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.



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4.2.

0.0 results in an automatic dismissal
.7 cumulative GPA and completion of a minimum of 6 credits/term completed following one term of full-time enrollment at Commonwealth University
1.3 cumulative GPA and the completion of a minimum of 6 credits/term completed following two terms of full-time enrollment at Commonwealth University
1.8 cumulative GPA and the completion of a minimum of 6 credits/term completed following three terms of full-time enrollment at Commonwealth University
2.0 cumulative GPA and the completion of a minimum of 6 credits/term following three terms of full-time enrollment at Commonwealth University

NOTES: 1) Regardless of credits attempted students must have a minimum of a 2.0 GPA at the start of their 5<sup>th</sup> semester to be eligible for federal financial aid. 2.) Students enrolled part-time must have the minimum GPA as outlined above for the full-time equivalents after 4 terms.

- 4.3. Once academically dismissed, a student has the following options:
  - 4.3.1. Appeal the academic dismissal. See 5.1 below for the procedure to appeal.
  - 4.3.2. 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, through their official university email, students have the right to appeal the dismissal. To appeal the academic dismissal, students appeal to their dismissal to the Dean of their respective college which will be reviewed by an Academic Standards Review Board. Appeals will be initiated by the student, scheduled, and reviewed during a designated time.

The appeal procedure will be communicated to the student along with the dismissal notification through their university email address. 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: The Provost, Deans, Department



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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. The Office of the Dean of Undergraduate Education will notify the same campus constituents as outlined above. 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.

### **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 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**



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[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]

Policy Template