

# **Undergraduate Student Academic Standing and Dismissal Policy**

## **Policy Number [X-XX]**

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised January 23, 2026

Responsible Office: Dean of Undergraduate Education

### **1. Purpose**

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

Commonwealth University recognizes that lack of academic progress can occur for many reasons. The purpose of 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 in order to successfully complete their academic coursework. The student has the right to appeal the academic dismissal. The dismissal policy is designed to help assist students in their decision-making process.

### **2. Scope**

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

### **3. Definitions, Roles and Responsibilities**

#### **3.1 Definitions**

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

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

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

**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 ASRB are final. The ASRB will be organized by each College in collaboration with the Office of the Dean of Undergraduate Education.

**Academic Standing:** Status is determined by a student's cumulative grade point average (GPA).

**Academic Warning:** A student's status following a semester of enrollment earning a cumulative GPA of less than 2.0. Also, a student's status upon returning to the University following a mandated academic separation.

**Appeal:** A student's right to a process to petition their dismissal to the Academic Standards Review Board (ASRB).

**Grade Point Average:** A student's overall GPA based on credits attempted, earned grades, and repeated courses.

**Good Academic Standing:** A student's status when holding a cumulative GPA of 2.0 or above.

**Intersession:** Winter or Summer session.

**Progress Towards Degree:** Earned credits towards graduation.

**Reinstatement:** Reactivating a student's record after a separation from the institution.

**Readmitted:** Term used when a student has completed a separation from Commonwealth University and receives University approval to enroll in courses again.

**Re-enrolled:** Term used when a student returns to the University after a voluntary separation from the University.

**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 who has earned a GPA above 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 was Academic Warning and who possesses a 1.69 GPA or below will be placed on Academic Dismissal.

**4.1.5** Any student, at the end of three regular semesters of enrollment, who has not earned a 2.0 cumulative GPA will be dismissed from Commonwealth University.

Progression	Cumulative GPA	Action	Procedure
First Semester First Year Student	0.00	Dismissal	No Appeal
First Semester Below	0.01 - 1.99	Warning Good Academic	Academic Recovery Plan
	2.00 - 4.00	Standing	N/A
Second Semester Below	0.01- 1.69	Dismissal	Appeal
	1.70- 1.99	Probation Good Academic	Academic Recovery Plan
	2.00 -4.00	Standing	N/A
Third Semester Below	0.01-1.99	Dismissal Good Academic	Appeal, Dismissed for two semesters
	2.0-4.0	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 Good Academic Standing at the conclusion of the second Regular Semester of Re-enrollment, the student will be given a second status of Academic Probation.

**4.2.3.** If, 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
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Start of First Semester	0.01 - 1.99	Warning After Dismissal Good Academic Standing	Academic Recovery plan
	2.00 - 4.00	N/A	
Start of Second Semester	0.01- 1.99	Probation After Dismissal Good Academic Standing	Academic Recovery plan
	2.00-4.00	N/A	
End of Second Semester	0.01- 1.99	Second Academic Dismissal Good Academic Standing	Appeal, Dismissed for two years
	2.00-4.00	N/A	

#### 4.3 Options After Dismissal

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

**4.3.1** Appeal for Academic Dismissal. See **Academic Standards Review Board** below for the procedure to appeal.

**4.3.2** Remain separated from Commonwealth University for at least two regular semesters and then reapply for admission as a readmitted student.

**4.3.3** Any student who does not file an appeal to the ASRB 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 after the ASRB has reached a decision.

The Office of the Dean of Undergraduate Education will provide a list of academically dismissed students to each College Dean and Department Chair. The coordination of the Academic Standards Review Boards is the responsibility of each College. The Office of the Dean of Undergraduate Education will coordinate the ASRB for Academic Exploratory (undeclared) students. The coordination will include seeking and securing the faculty representatives 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 to the Office of the Dean of Undergraduate Education, who will then notify each constituent outlined in **section 5.3.3**.

### 5. Procedures, Standards, and Guidelines

**5.1.1** A 0.0 cumulative GPA results in an automatic dismissal after one regular semester at Commonwealth University, with no appeal for two regular semesters.

**5.2.2** 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 semester grades.

**5.3.3** The Office of the Dean of Undergraduate Education will notify the following offices or individuals of an Academic Dismissal: Provost, Deans, Department Chairs, Student Success, Athletic Directors, Campus Police, and Dean of Students.

#### **5.3.4 Academic Standards Review Board**

**5.3.4.1** The student submits an appeal to the Academic Standards Review Board (ASRB).

**5.3.4.2** The ASRB for each College will consist of at least 3 members: the Dean or Dean's Designee and representative faculty members from multiple campuses.

**5.3.4.3** Students who have not declared a major (undeclared/exploratory) will appeal to the Office of the Dean of Undergraduate Education. The ASRB will be comprised of at least three members: the Dean or Dean's Designee and at least one faculty member; the remaining member(s) will be appointed by the Dean of Undergraduate Education.

**5.3.4.4** If a student is academically dismissed from Commonwealth University, they are prohibited from enrolling in courses at Commonwealth University until they are reinstated, readmitted, or remain 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.

7.2.1 Revised – October 15, 2024

7.2.2 Next Review Date – Spring 2026

**7.3 Related Policies** - PRP 3557 - Academic Dismissal and Appeals Procedure

#### **7.4 Contacts for Additional Information and Reporting**

Office of the Dean of Undergraduate Education, [viceprovost@commonwealthu.edu](mailto:viceprovost@commonwealthu.edu), 570-389-3803