

## **Academic Status Policy**

Albany State University seeks to maintain quality degree programs that enable all students to graduate in a timely manner and to compete successfully in their chosen discipline. To ensure this high priority goal, the University requires its students to make reasonable academic progress. Albany State University requires a minimum grade point average of 2.00 (C average) for graduation, although some majors may require a higher average. If a student is to make and maintain satisfactory progress toward graduation, he must adhere to certain standards. Three primary factors affect a student's academic status: a) the cumulative grade point average (CGPA); b) the number of semester hours earned; c) and the number of semesters completed.

A student whose cumulative GPA falls below 2.00 exhibits academic deficiencies and appropriate action is required. Academic probation serves as the initial notice that the student's performance is not currently meeting the minimum grade point average required for graduation. Probation is designed to achieve three goals: 1) to make clear to all concerned the inadequacy of a student's performance; 2) to provide occasion for necessary counseling; and 3) to give students whose success is in doubt an additional opportunity to demonstrate performance.

The retention of students, who demonstrate, even with proactive academic advisement and other institutional support, a lack of ability, industry, maturity, and/or preparation, would be inconsistent with the mission and vision of Albany State University. Students with continuous unsatisfactory academic progress will be placed on academic suspension, and ultimately such unsatisfactory academic progress could lead to dismissal from the University. Suspension is imposed as a strong indication that the student being suspended should withdraw from the University, at least for a time (one or two semesters) to reassess the appropriateness of a college career, or to make necessary fundamental adjustments in attitudes, behavior, or other circumstances impeding satisfactory academic progress.

### **Good Standing**

A student is considered in Good Standing with the University as long as his/her Institutional cumulative GPA is at least 2.00. A student may be in good standing with an Institutional cumulative GPA of 2.00 but may be required to have a higher GPA for progression in a major or for graduation as determined by the major department.

### **Academic Probation**

A student will be placed on academic probation at the end of any semester in which the Institutional cumulative grade point average falls below 2.00. A student with 45 hours or less who is placed on academic probation must meet with an academic advisor in the Academic Advising and Retention Center. A student with 46 hours or more with meet with his/her academic advisor in his or her academic department prior to registration and is restricted to registering for no more than four (4) courses, not to exceed 13 semester-hours. In addition, a student on probation, especially those on probation for the first time will be required to develop an academic success plan with his/her advisor. A student will remain on probation until the Institutional cumulative GPA is 2.00.

A minimum of 12 hours must be completed by part-time students by the end of the first two semesters. They will be expected to complete one-half of the credit hours designated under each academic year. A student who fails to meet the minimum standards will be placed on academic probation. He may be considered making satisfactory progress if he completes at least six hours, with a minimum grade point average of 2.0 for the semester. If the student does not meet the minimum standards after the additional semester, he may be suspended for one semester.

### **Academic Transition Policy**

Numerous academic majors at ASU have cumulative GPA requirements **above** the 2.0 that is required to maintain a "good academic standing" status at the University. The following policy shall apply to those students whose cumulative grade point averages are below the minimum CGPA required for admission into their chosen academic majors:

Students who have earned less than 60 semester-hours and whose cumulative GPA does not meet the minimum required by their chosen academic majors will be required to meet with their advisors to develop academic success plans which may require a change of majors. These students will:

- no longer be classified as a major in the area for which they no longer qualify
- not be able to take upper division (3000 and 4000 level) courses in the major
- no longer be able to apply for an audit

The chair will evaluate the student's academic record to determine, among other things, if the possibility exists for the student to bring the cumulative GPA up to the minimum required. From this session the students will be given one of the following options:

- Probationary status (this classification comes with limitations on the courses students may take – No upper-level courses!). Only students with cumulative GPA's close enough to the minimum requirement (1 or 2 tenths of a point) and who have additional core courses to take will be allowed this status.
- Requirement to change to another major. Chairs will assist the student with this process.

*The purpose of this policy is to assist the student to either achieve acceptance into his or her preferred major or to help the student transfer out into a more suitable major. Students cannot be left in transition indefinitely.*

## Academic Suspension

A student while on academic **probation** will be **suspended** if the Institutional cumulative GPA falls below the minimum required GPA specified in the Stages of Progress Table below. A first suspension will be for one (1) semester. A second suspension will be for one (1) year. A third suspension will be for five 5 years. **Decisions on academic suspension are final and not subject to appeal.**

### Stages of Progress with Minimum GPA Required

A student's academic progress is determined by the cumulative GPA earned from the semester hours attempted at Albany State University. Transfer credits are not included in computing grade-point averages. For the purpose of assessing the student's academic progress, each student's transcript will be evaluated at the end of each Semester. Any student whose cumulative grade point average is less than 2.0 will be placed on **probation** or suspension as follows:

Semester Earned	Hours	Cumulative GPA	Academic Sanction
1-30		1.50-1.99 <1.50	<b>Probation Suspension</b>
31-60		1.75-1.99 <1.75	<b>Probation Suspension</b>
61-90		1.90-1.99 <1.90	<b>Probation Suspension</b>
> 90		<1.99<1.99	<b>Probation (with Semester GPA &gt;= 2.0) Suspension (with Semester GPA &lt; 2.0)</b>

### Exception:

Students who are re-admitted conditionally with a GPA below 2.0 will be allowed to continue their matriculation as long as their **semester** GPA is 2.0 or higher. If the student's **semester** GPA falls below 2.0 after being re-admitted conditionally, they will be suspended again without appeal.

## Academic Dismissal

For a student whose cumulative GPA falls below the minimum required GPA specified in the table above and who has previously had two academic suspensions, the third suspension will result in the student being academically dismissed from the University for a minimum period of five 5 years.

## Transient Status

Students enrolled in the University as candidates for degrees should not take courses at other colleges without first obtaining written permission from departmental chairpersons and approval of the Provost and Vice-President for Academic Affairs. Graduating seniors will not be permitted to take courses at another institution as transient students during the semester in which they are to graduate. The University reserves the right to refuse transient credit when this procedure has not been followed. In no cases will a student be permitted to take a course, through correspondence or as a transient, if he/she has failed the course or received a deficient grade while in residence at the University. A maximum of 30 credit hours on a semester system of correspondence and/or transient courses will be accepted toward the requirements for any degree.

## Right of Appeal

Decisions on academic suspension are final and not subject to appeal.

## Readmission After Suspension Policy

Students who previously attended ASU and have not been in attendance for a semester or more are required to file an application for readmission in the Office of Enrollment Services by the deadline dates listed on the calendar for admission. Students must re-enter the same academic department in which they were last enrolled. If a **change of major** is desired or required, the student must remain in the department of the initial major until the change of major is approved.

If readmitted after suspension, the student will be admitted provisionally, will be on academic probation, and must attain and continue to maintain the minimum required cumulative GPA. A student may be required to enroll in specific courses, limit the number of hours that can be taken and/or participate in structural academic support programs.

The student must first consult with an academic advisor or department chair, in collaboration with the Academic Advisement and Retention Center, to develop a concrete plan for academic success. A completed readmission form along with the approved academic success plan signed by the student and the advisor or Chair must be submitted to the Office of Enrollment Services by the established university deadline prior to registration for the semester in which the student plans to return.

- Provisional admission will require that the student:
- achieve a minimum of 2.0 GPA in the semester enrolled and each semester thereafter until the minimum required Institutional Cumulative (overall) GPA of 2.0 is acquired. Failure to meet this requirement will result in an additional period of suspension.
- completion of the academic intervention(s) prescribed in the academic success plan provided by his/her advisor and the Academic Advisement and Retention Center.
- limit course load to a maximum of 13 hours while on probation
- The next level of suspension will result if the above conditions are not met based on hours and cumulative GPA at semester end.

## Hardship Withdrawal

Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their coursework (e.g., severe medical problems, traumatic events and/or circumstances beyond their control that cause them to miss numerous classes). Hardship withdrawals are not an alternative to drop classes after the mid-point, to remove unwanted grades, or attempt to prevent expected academic/financial aid actions (warning, probation, exclusion, etc.). The hardship withdrawal should be requested prior to the end of the semester in which the hardship occurred. Hardship withdrawals are subject to the following restrictions:

- Hardship withdrawals can only be requested after the official withdrawal/drop period (after midterms) and until the last class day of the course. A student wanting to withdraw before mid-term must follow the regular withdrawal procedure.
- As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
- Only in exceptional cases, fully supported by documentation, will a hardship withdrawal be permitted within a thirty (30) calendar day period after grades have been submitted. NO requests for hardship withdrawals will be considered after thirty (30) calendar days following the submission of final grades.
- Requests for hardship withdrawal must apply to all courses taken during the semester in question.

Students withdrawing from classes should be aware that a reduction in their course load may negatively impact other aspects of their academic life. Students considering withdrawals should contact these offices to discuss any potential impact:

- Student Financial Aid (Financial Aid/229-430-4650)
- Athletic Eligibility (229-430-4754)

- Health insurance (contact your personal health care provider)
- University housing (Housing & Residence Life/229-430-4741)
- Use of University resources and access to University facilities (Student Activities/229-903-3606)
- Immigration status for International students/F-1 Visa (International Student Advisor/229-420-1035)
- Veterans Educational Benefits (Academic Services and Registrar's Office/229-430-4639)

### **Hardship Withdrawal Process**

All hardship withdrawal requests are submitted to the ASU Registrar's Office. It is the responsibility of the student to initiate and follow through with all steps in the withdrawal procedure. Incomplete applications will not be considered. Students should use the following checklist to ensure that their application is complete:

*Checklist for Hardship Withdrawal Application:*

Application for Hardship Status

Personal Statement of Hardship

Official Supporting Documentation

The ASU Registrar is not authorized to grant exceptions to the policy. The review panel will consist of no more than five members, including the Registrar, who shall serve as the Chair, and who shall appoint a Dean, a Departmental Chair, a faculty member and a staff member from Academic Affairs. When deemed appropriate, the review panel may invite campus professionals who are qualified to speak on the issues for which the withdrawal is sought (i.e., financial, medical, etc.) to provide additional information. The Hardship Withdrawal Review Panel will maintain strict confidentiality regarding the hardship request. A unanimous decision by the panel is needed to grant a hardship withdrawal. Denial of the hardship withdrawal by the review panel is subject to review by the Provost, and ultimately the University President.

*Personal Statement of Hardship:*

In addition to completing a hardship withdrawal form, the student must prepare a typed personal statement of hardship that is signed and dated by the student. The statement of hardship is a narrative, in the student's personal voice, to explain and convey the non-academic emergency to the ASU Registrar's Office. It is essential that accurate details are given about the circumstances surrounding the hardship, including date(s) of the emergency, and an account of how the situation specifically prevented the completion of the coursework.

In addition, official documentation must be provided that supports and is consistent with the statement of hardship.

*Hardship Withdrawal Documentation Requirements:*

*Medical (e.g., physical or psychological emergencies):*

Type-written correspondence on office letterhead from a physician, psychologist, psychiatrist, or any licensed healthcare professional should be submitted as part of your documentation. The letter should include the dates during which medical/therapeutic care was provided, a statement of how the illness/condition interfered with the completion of the coursework, and the name/title/phone number of the office representative who can verify the authenticity of the letter. Notes on prescription pads, appointment slips, and/or medical consultation forms are not acceptable in lieu of a doctor's letter.

*Personal (e.g., death in the family, family crisis, etc.):*

All family emergencies require official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. A family crisis must be one caused by a catastrophic event, i.e., natural disaster, etc. Death of an immediate family member (parent, sibling, spouse, child and/or legal guardian) requires a death certificate and/or obituary with the name/date of the publication and documentation of the relationship between the student and the deceased.

*Financial (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes):*

Financial emergencies require the student's employer or supervisor to document the mandatory change(s), the date of the change, and the organizational representative who can verify the circumstances of the job change, preferably a human resource professional.

## **Academic Renewal Policies and Procedures**

### **Policies**

University System of Georgia undergraduate students who have been readmitted or reinstated after a period of absence of three 3 calendar years or longer are eligible for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows University System of Georgia degree-seeking students who earlier experienced academic difficulty (probation, continued probation, suspension, GPA below 2.00) to make a fresh start and have one final opportunity to earn an Associate's or a bachelor's degree.

Former Developmental Studies students may apply for Academic Renewal only if they successfully completed all developmental Studies requirements prior to the beginning of the five-year absence.

The granting of Academic Renewal does not supersede institutional financial aid policies governing Satisfactory Academic Progress and does not supersede the admissions requirements of certain programs (e.g., teacher education) that require a specific minimum grade point average based on all coursework. Re-entry into any academic program is not automatic.

### **Procedures**

Students who wish to apply for Academic Renewal must submit an Application for Academic Renewal. The application may be submitted at the time of readmissions, but no later than the end of three semesters of re-enrollment or one calendar year following re-enrollment, whichever comes first. The Renewal GPA begins with the semester following re-enrollment.

Academic credit for previously completed coursework – including transfer credit – will be retained only for courses in which grades of A,B, C, S or K have been earned. Courses with D or F grades must be repeated if they are required in the student's degree program. Retained grades are not calculated in the Academic Renewal GPA, but are counted in the Academic Renewal Hours Earned.

To earn a degree, a student must meet the institution's residency requirements after acquiring academic renewal status. At least 50% of work toward a degree must be completed after the granting of Academic Renewal status for a student to be eligible for honors at graduation.

**Note:** Please refer to the Board of Regents, Academic Affairs Handbook, Section 3.16 for additional information on Policies and Procedures.