



Academic Status Policy

July 2009

Albany State University

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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); the number of semester hours earned; 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.

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 the Spring Semester. Any student whose cumulative grade point average is less than 2.00 will be placed on probation the first semester after the cumulative GPA drops below 2.00. After the initial semester of academic probation, the academic sanctions in the chart below will apply.

¹ ASU Faculty Senate Approved, September 22, 2009.

Semester Hours Earned	Cumulative GPA	Academic Sanction
1-40	1.50-1.99 < 1.50	Probation Suspension
41-60	1.75-1.99 < 1.75	Probation Suspension
61-90	1.90-1.99 < 1.90	Probation Suspension
> 90	< 1.99 < 1.99	Probation (with Semester GPA >= 2.00) Suspension (with Semester GPA < 2.00)

Good Standing

A student is considered in Good Standing with the University as long as his/her cumulative GPA is at least 2.00. A student may be in good standing with a 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 cumulative grade point average falls below 2.00. A student who is placed on academic probation must meet with an academic advisor in the Advisement Center and 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. A student will remain on probation until the cumulative GPA is 2.00.

Academic Transition Policy

Students with cumulative GPA below the minimum CGPA required for admission to their chosen academic major

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: A. Students who have earned less than 60 semester-hours and whose cumulative GPA’s do 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 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

B. Students who have achieved 60 hours or more and whose cumulative GPA’s do not meet the minimum CGPA required by their academic majors will be required to meet with their advisors to develop academic success plans which will likely require the students to change their majors.

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 Interruption Policy

Students who have achieved 60 semester-hours but who have not passed the Regents’ Test

All ASU students **MUST** take and pass the Regents’ Examination **before** he or she may be officially accepted into his or her preferred major and allowed to take upper-division courses.

Students **MUST** take the Regents’ Examination every semester of their matriculation until they pass both portions. Students who **fail, or do not take** the Regents’ Examination will be subject to the following policies:

A. Students who fail or do not take the Regents’ Examination receive **signed and dated alerts** every semester of his or her matriculation

B. Students who achieve 60 semester-hours or more and have either **repeatedly failed** or **not taken** the Regents’ Test will be placed on **Academic Interruption**, suspension from the Institution until all outstanding portions of the Regents’ Examination are passed. Students on **Academic Interruption** will not be:

- allowed to register for any subsequent courses at ASU
- allowed to live on campus
- allowed to participate in Student Activities events

Students on **Academic Interruption** will be:

- allowed to take only Regents' courses at ASU while living at home or commuting to campus
- allowed to take Regents' courses elsewhere while on Academic Interruption, but no other classes may be taken (courses taken at other institutions while on Academic interruption will not transfer in). If and when the student passes the Regents' Exam, documentation (grades or official transcripts) must be submitted in order for the Interruption to be lifted

C. Students on **Academic Interruption**, once they have passed the Regents' Examination (either at ASU or at another USG institution) and can provide documentation of same, may then be reinstated to continue on with their programs of study, provided that they meet the majors' requirements.

Academic Suspension

A student while on academic probation will be suspended if the cumulative GPA falls below the minimum required GPA specified in the table above. A first suspension will be for one semester. A second suspension will be for two consecutive academic semesters. Only fall and spring semesters are considered as suspension semesters.

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.

Right of Appeal

An appeal process is available for students who have extenuating circumstances which contributed to academic difficulty. The appeal process is initiated by a written statement from the student, including support documents, to the Admissions and Academic Evaluation Committee c/o the Vice President for Academic Affairs indicating the specific reasons for the failure to make satisfactory academic progress. The student must receive from the chair a Suspension Appeal Form, which is essentially the chair's recommendation to be included along with the student's appeal statement and supporting documents. The appeal process must be initiated by the student within ten (10) days of the notice of suspension. Appeals received after the established deadline will not be considered.

The Committee will review the information submitted as well as past academic progress and will notify the student of its decision within ten (10) days of the convening of the Committee. If the appeal is granted, the student will remain on probation and be held to the probation restrictions.

If the appeal is not granted, the student will be suspended or dismissed for the appropriate length of time.

Academic Interventions for Appeals Granted

1. Enroll in ASU 1020 course
2. Limit credit hours to 13
3. Meet with department advisor to discuss choice of major and develop an academic success plan to improve academic standing.
4. Meet with academic probation advisor in the Advisement Center once per week to follow up on academic goals.

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 the Registrar 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 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 Academic Services and the Registrar 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.
 - completion of the academic intervention(s) prescribed in the academic success plan provided by their advisor and the Academic Advisement Center.
 - limit course load to a maximum of 13 hours while on probation, inclusive of Regents and other remedial courses, if required.
- The student will remain under the supervision of the Academic Advisement Center until able to meet the gpa requirements for intended major.
- The next level of suspension will result if the above conditions are not met based on hours and cumulative gpa at semester end.

Execution of the Repeat Policy

- Repeat policy –time limit for application – Within one year, two semesters of enrollment, after a grade of “D” or “F” is received in a course, the student must register for and complete the course. Upon completion of the repeated course, **if a grade of “C” or better is earned**, the student must submit the repeat policy form to replace the failure grade by the deadline in the following semester (which will be the same deadline date as that for removal of an incomplete).
- A student may repeat a course a maximum of two (2) times for the purposes of executing the repeat policy.
- After the third attempt of a course the repeat policy is null and void.

If the process for execution of the repeat policy is automated, the statement would read: Upon completion of the repeated course, if a grade of “C” or better is earned, the course grade will be replaced for the last “D” or “F” earned for the course.

ASU Faculty Senate Discussion & Approval – September 22, 2009.