

**Effective:** October 1997

## **Academic Policy: Undergraduate Studies ACADEMIC STANDARDS, PROBATION, DISMISSAL and APPEAL**

**Approved:** October 1997  
Reviewed: June 4, 2007  
Revised: April 4, 2000  
Deans' Council, Faculty Senate  
Revised: February 16, 2010  
Deans' Council, Faculty Senate  
Revised September 2, 2015  
Deans' Council, Faculty Senate  
Revised March 03, 2020  
Deans' Council, Faculty Senate

### **Academic Standards**

The Registrar determines the academic standing of all students at the end of each semester and session. Academic standing is based on:

1. The student's cumulative grade point average (CGPA).
2. The total number of Millersville University credits for which the student has enrolled prior to the review (review credits). Review credits also include credits for repeated courses. Credits for audited courses, transfer credits, and advanced standing credits are not included.

Students with a Millersville University CGPA of 2.00 or greater are in satisfactory academic standing. Students with less than satisfactory academic standing at Millersville are subject to academic warning, probation or dismissal, as follows:

<b>Review Credits</b>	<b>Cumulative GPA</b>	<b>Action</b>
0.5-16.0	Below 2.00	Warning Letter
16.5 or more	Below 2.00	Probation
32.5 or more	Below 2.00 while on Probation	Dismissal*

\*Students on probation at the end of a summer or winter session will be continued on probation for the following semester and cannot be dismissed. A student cannot be dismissed at the end of any fall or spring semester in which he/she has earned a 2.00 or greater semester GPA, even if the CGPA remains less than 2.00.

**NOTE:** Review credits do not apply to students admitted on probation. Students admitted on probation must achieve at least a 2.00 semester GPA or face dismissal.

## **Academic Probation**

Students on probation are limited to registering for no more than 13 credits per semester unless they have the written permission of their academic adviser, their department chairperson, the Chair of Academic and Student Development, or an appropriate designee for each.

A student on probation will return to satisfactory academic standing at the end of the semester or session in which he/she earns a 2.00 or greater CGPA.

## **Academic Dismissal**

A student dismissed for the first time is not permitted to register for or attend classes offered by the University for one semester. A student dismissed for the second time is not permitted to register for or attend classes offered by the University for two semesters. A student dismissed for the third or greater time is not permitted to register for or attend classes offered by the University for three years. A student's dismissal number accrues each time the student is dismissed, regardless of the outcome of any appeal.

Dismissed students are not permitted to register for or attend courses offered by the University during intervening winter or summer sessions. However, students who have registered for winter or summer 1 courses prior to being dismissed may attend said courses. If such winter or summer 1 coursework results in a CGPA of 2.00 or greater, the student returns to satisfactory academic standing.

A dismissed student who wishes to be admitted to the University after his/her dismissal period must apply for admission through the Admissions Office. The Director of Admissions seeks the recommendation of the Academic Standards Committee (ASC) on third or greater dismissal applicants.

## **Academic Dismissal Appeals**

Students who have been dismissed will receive a Notice of Dismissal from the University. That notice will describe the procedures for appealing the dismissal. It is the student's responsibility to keep abreast of his/her academic standing and to be proactive in any appeal process.

Students who have been dismissed and believe extenuating circumstances affected their academic performance may submit a formal letter of appeal and supporting documentation to the ASC in care of the Registrar's Office. In order to be considered, letters of appeal must be received within eight business days of the date that appears on the Notice of Dismissal.

Students who are dismissed for the first time have the option to appeal in person before a subcommittee of the ASC, in addition to submitting the required written appeal. Students who are dismissed for the second or greater time may only appeal in writing.

The academic decision of the ASC subcommittee is on behalf of the entire ASC, and is therefore final, and not subject to further review. The Chairperson of the ASC or his/her designee will provide the appellant with a letter stating the decision of the ASC and terms (if any) for future action. Examples of such terms include a reduced credit load, the repeat of coursework, and the active seeking of assistance from student support services. Under no circumstances will the Chairperson or subcommittee of the ASC modify the duration of a dismissal period prescribed herein.

After the ASC's decision, if an appellant believes the appeal process was not administered as prescribed herein, the appellant may pursue an appeal of the process, but not the academic decision, in writing, to the Associate Provost for Academic Administration. Such an appeal must be made within ten business days from the date of the decision letter from the Chairperson of the ASC. The appellant is advised to provide as much written documentation as possible, describing why the process was not administered as prescribed herein, and any supporting materials. The decision of the Associate Provost for Academic Administration regarding the process appeal is final and not subject to further review.

### **Revision History**

Effective: October 1997; Approved: October 1997.

Revised: April 4, 2000 by Deans' Council, Faculty Senate.

Reviewed: June 4, 2007

Revised: February 16, 2010, Deans' Council, Faculty Senate

Revised: September 2, 2015, Deans' Council, Faculty Senate

Revised: March 3, 2020, Dean's Council, Faculty Senate