

ACADEMIC PROBATION

Academic Probation and Dismissal Policy for Undergraduate Students

Academic Standing

Academic standing is calculated at the end of each semester when a student enrolls in 6 or more credits.

Good Standing

Students are considered to be in good academic standing when they maintain a minimum cumulative GPA of a 2.0 or higher, in addition to a semester GPA of 2.0 or higher.

Academic Probation I

Students are placed on Academic Probation I when their cumulative GPA falls below 2.0. Students are notified of their status via a letter and CUWAA email from the Registrar's Office. To remove probation status, students must complete a semester of coursework with a semester GPA above 2.0.

Probation Remains

Students are placed on Probation Remains when they have been placed on probation and fail to raise their cumulative GPA to at least 2.00, but have earned a semester GPA of 2.0 or higher in the most recently completed semester. Students are notified of their status via a letter and CUWAA email from the Registrar's Office. Students will remain on Probation Remains until both their cumulative GPA and semester GPA reach 2.0.

Academic Dismissal

Any student on probation failing to raise his or her cumulative GPA to at least 2.0, and unable to earn a GPA of at least a 2.0 in his or her next semester, is placed on academic dismissal. Students are notified of their status via a letter and CUWAA email from the Registrar's Office. Students placed on academic dismissal will automatically be dropped from future course enrollment. Decisions regarding continued eligibility for federal financial aid are made independently of the academic dismissal/reinstatement policy.

Academic Recovery Resources

After being placed on Academic Probation I or Probation Remains, it is critical for the student to return to good standing as quickly as possible to maintain progress toward graduation. In the immediate next semester, after being placed on probation, the student must engage in the academic recovery process. This process includes working closely with his/her advisor to explore and address the circumstances that may have led to probation status and create a plan to earn both a semester and cumulative GPA of 2.0.

Appeal for Academic Reinstatement

If the student believes his/her academic dismissal occurred under extraordinary circumstances, he/she may file an appeal for academic reinstatement. Examples of extenuating or extraordinary circumstances that may be considered acceptable for appeal include the death of an immediate relative, serious illness of a family member or yourself, recent diagnosis of a learning disability or emotional disorder, or severe financial issues.

The Academic Standards Committee will review appeals on the following dates. Please note that students are required to submit appeal materials

on or before the appeal deadline. Incomplete appeals and/or appeals submitted after the deadline will not be considered.

Appeal Deadlines

- Fall Reinstatement: July 1
- Spring Reinstatement: October 1
- Summer Reinstatement: March 1

Steps to File an Appeal

The following materials are required when appealing for academic reinstatement:

- **Academic Reinstatement Form.** The student will complete the Academic Reinstatement Form ([https://falcon.cuw.edu/formrepo/UploadedForms/\(1\)RequestForReinstatementForm.pdf](https://falcon.cuw.edu/formrepo/UploadedForms/(1)RequestForReinstatementForm.pdf)). Students are encouraged to consult with their advisor when determining their intended major, course schedule, and plans for success, should their appeal be granted.
- **Typed Appeal Narrative.** The student will write a narrative of the extraordinary circumstances and explain why he/she has not been as academically successful as anticipated. Directions regarding requirements for the written appeal narrative can be found on the Appeal for Academic Reinstatement Form ([https://falcon.cuw.edu/formrepo/UploadedForms/\(1\)RequestForReinstatementForm.pdf](https://falcon.cuw.edu/formrepo/UploadedForms/(1)RequestForReinstatementForm.pdf)).
- **Verified Documentation.** The student will submit verified documentation of the extraordinary circumstances. For example, if the student was under the care of a medical professional during the semesters in question, provide documentation of this care including dates of service. All verification documents will be destroyed as soon as the appeal process has been completed.

Submit all required items to the Academic Office by the deadline. The Academic Standards Committee will review the appeal packet and other materials related to the student's comprehensive academic record (e.g. high school transcript, college transcript, student conduct records, etc.) when making their decision.

Appeal Results

Students will learn of the appeal decision from the Academic Office via letter and CUWAA email.

If the appeal is granted, the student will be eligible to enroll for the following semester. Students granted an appeal are not eligible to return during an 8-week session. If the appeal is granted, the student should complete the following steps:

- Register for the courses selected with your academic advisor and are written on your Appeal for Academic Reinstatement form. If you have difficulty registering for these classes, you must contact your academic advisor.
- You will be academically reinstated on Probation Remaining and have one semester to earn BOTH a semester and cumulative GPA of 2.0, thus being removed from academic probation. If this does not happen, you will be dismissed.

If the appeal is denied:

- You will be unable to enroll at CU for at least one semester. We highly encourage you to meet with your academic advisor to discuss potential options and plans during your time away from CU.

Readmission Following Dismissal

Formal readmission is required for any student who has been dismissed from Concordia University. A student dismissed for academic reasons

may apply for readmission after a period of at least one semester from the point of dismissal. The applicant must submit evidence of growth in maturity and responsibility indicative of capacity to perform university-level work. Declarations of good intentions are not sufficient. If the student has attended another institution while on dismissal, the student must submit an official transcript to be considered for readmission. Applications for readmission are reviewed by the Admissions Office and the Academic Standards Committee. Decisions are made on a case-by-case basis involving review of the student's file.

A student dismissed for poor academic performance who is readmitted but fails to progress academically, resulting in a second academic dismissal, will only be readmitted after completing a minimum of 6 credits at another institution and earning a GPA of 2.0 or higher. If a student is dismissed for academic reasons a third time, the student will not be readmitted to Concordia University.