

Institutional Academic Progress Policy for Graduate Students of the Schools of ASPS, HPER, HSRS, SHS, SSW

This Institutional Academic Progress Policy applies to both full-time and part-time matriculated graduate students enrolled in the School of Arts, Sciences, and Professional Studies (ASPS); the School of Health, Physical Education, and Recreation (HPER); the School of Health Sciences and Rehabilitation Studies (HSRS); the School of Human Services (SHS); and the School of Social Work (SSW). A student is matriculated if he or she received official acceptance into Springfield College through the admissions process as a degree-seeking graduate student.

Academic Review

Following the close of each full semester / term, a systematic graduate academic records review is conducted by the Registrar to determine student institutional academic standing status classifications. Graduate students will not be subject to institutional review until they have attempted the completion of nine (9) graduate credits at Springfield College.

A graduate student's institutional academic standing status is assessed according to the Good Academic Standing cumulative grade point average criterion (CGPA) of 3.00. As a result of academic standing review, graduate students are assigned the appropriate institutional academic standing status actions (listed below). Graduate students must have a CGPA of 3.00 or better to be eligible for graduation with master's and doctoral degrees and with Certificates of Advanced Graduate Study. Academic departments or schools may have higher standards for entrance into or continuation in their graduate programs and students are responsible for reviewing program standards and requirements that are found in the official department, school, or institutional publications.

Academic Standing Status Categories

Following determination of status by the graduate academic records review process, academic standing status actions (Good Academic Standing, Academic Probation, Continued Academic Probation, and Academic Dismissal) go into effect at the start of the successive semester (Fall, Spring, or Summer).

Good Academic Standing

A graduate student whose CGPA is at or above the minimum standard of 3.00 is classified as a graduate student in good academic standing at the College.

Academic Probation

The graduate student who at any academic review point fails to meet the 3.00 CGPA academic standing criterion on or after attempting

the completion of nine (9) credit hours is placed on institutional academic probation. A graduate student who is placed on academic probation is not in good academic standing at the College. A graduate student on academic probation will maintain matriculation status but will *not* be eligible for financial aid, including teaching and research fellowships.

The graduate student who is placed on academic probation will be notified of this academic standing by letter. Following this notice from the Office of Academic Affairs, a prescriptive plan for the graduate student on academic probation will be designed by the academic advisor and the academic program or SHS campus. This plan may require the graduate student to take certain courses, limit the number of courses taken, or fulfill other conditions as specified. Information about application for financial aid probation will be provided in the notification letter of academic probation.

A graduate student will be removed from academic probation when he or she meets or exceeds the criterion 3.00 CGPA.

Continued Academic Probation

A graduate student who was on academic probation during the semester of review will be continued on academic probation if his/her semester GPA is at 3.0 or above, his or her CGPA is at or above a 2.80, and compliance with the prescriptive plan defined above has been met. If continued on academic probation, the graduate student will be subject to the conditions specified under Academic Probation.

Academic Dismissal

At any graduate academic standing review point on or after attempting the completion of 18 credits, a graduate student who is currently on institutional academic probation or continued academic probation will be academically dismissed when the criteria for continued academic probation are not met. The Office of Academic Affairs will send the graduate student a notification letter of dismissal. The student may appeal the institutional academic dismissal and is required to submit the request for an appeal in writing to the Graduate Appeals Committee via the Associate Vice President for Graduate Education and Research.

Academic Dismissal Appeal Readmission

A graduate student whose academic dismissal appeal is supported by the Graduate Appeals Committee and the Vice President for Academic Affairs will be allowed to seek readmission for return on continued academic probation. In order to be readmitted, the graduate student must meet one of the following two conditions:

- a) the program of matriculation officially readmits the student, contingent on all program standards being met; and the final readmission is approved by the School Dean.

- b) the student is officially granted admission to another graduate program and the final readmission is approved by the School Dean.

Appeal Process for Academic Dismissal

A graduate student who has been academically dismissed from the College may appeal the academic dismissal to the Graduate Appeals Committee by submitting a letter to the Associate Vice President for Graduate Education and Research to request a hearing. The timeline for the appeal will be specified in the dismissal notification letter.

The student's appeal should contain information about circumstances affecting his or her academic performance and the student's plans to remedy the situation. Students may bring one Springfield College employee to the appeal meeting for emotional support or to present brief information on the student's behalf. A lawyer may not be present at the appeal meeting, either as a legal representative or as one of the above identified college personnel. A College employee who is invited to attend is under no obligation to do so. Any College personnel speaking on behalf of the student will not be in the room during the student's presentation but will be invited to speak following the student's appeal presentation. The student may also bring letters of support written by any individual.

The Graduate Appeals Committee will review the appeal. If the committee recommends that the appeal be supported, and the Vice President for Academic Affairs concurs, the student will be allowed to seek readmission for return on continued academic probation. Readmission of the graduate student will be contingent upon his/her meeting one of the two conditions of Dismissal Appeal Readmission. The graduate student who is re-admitted will be required to follow the requirements stated in the section on Academic Probation and to adhere to all academic standing policies.

The Office of Academic Affairs will inform the student of the decision by letter. The dismissal, if upheld upon appeal, will be noted on the student's academic transcript.