

Academic Progress Policy For Undergraduate Students of the School of Human Services

This Institutional Academic Progress Policy applies to both full-time and part-time matriculated undergraduate students enrolled in the School of Human Services at Springfield College (SHS). A student is matriculated if he or she received official acceptance into Springfield College through the admissions process as a degree-seeking student.

Academic Review

Following the close of each full term, a systematic SHS undergraduate records review is conducted by the Registrar to determine student academic standing status classifications. SHS undergraduate students will not be subject to review until they have attempted the completion of 12 cumulative credits at Springfield College.

Academic Progress

Full-time Status: In order to be considered a full-time student at Springfield College, an undergraduate student must enroll in at least 12 credit hours in a semester. Full-time students are expected to earn a minimum of 24 credit hours in an academic year, comprising September, January, and May terms. The student who does not earn a total of 24 credits in the September and January terms may earn credit sufficient to meet or exceed the criterion through coursework taken the May term immediately following the review at the end of the January term.

Financial Aid Eligibility: In order to maintain continuing eligibility for financial aid, an undergraduate student is expected to complete with a passing grade ('A' through 'D-') at least 75% of all credits attempted for completion at Springfield College (not including transfer courses), as calculated at each academic progress review.

The calculation for the 75% pass rate in credit hours attempted for completion includes the Springfield College credit hours for which a student received a grade of 'A' through 'D-' and 'P' divided by the total number of credits the student has attempted for completion at Springfield College, including courses in which a grade of 'F', 'I', 'CP', or '*' was recorded.

Academic Standing

A matriculated undergraduate student enrolled in the School of Human Services must have a cumulative grade point average (CGPA) of at least 2.000 to be eligible for graduation with a bachelor's degree from Springfield College. The 2.000 CGPA is the minimum standard for the College; academic programs may have higher standards for entrance into or continuation in their undergraduate programs and students are

responsible for reviewing program standards and requirements that are found in the official campus, school, or institutional documents.

An undergraduate student's academic standing status is assessed at the end of each term according to the Cumulative Grade Point Average criteria listed below. As a result of the academic standing review, SHS undergraduate students are assigned the appropriate academic standing status actions listed below.

1. Cumulative Grade Point Average Criterion

There are three minimum CGPAs that undergraduate SHS students must meet, depending on the number of credit hours they have attempted (credits attempted for completion include Springfield College courses graded "A" through "F, P, I, W, CP" plus transfer credits that have been accepted by the College.) Those minimum CGPAs are as follows:

<u>Credit Hours Attempted for Completion</u>	<u>Minimum</u>
<u>CGPA</u>	
• After attempting the completion of 12-29.5 credits: CGPA	1.80
• After attempting the completion of 30-59.5 credits: GPA	1.90 C
• After attempting the completion of 60+ credits:	2.00 C GPA

2. Academic Standing Status Categories:

Following determination of status by the SHS undergraduate records review process, academic standing status actions (Good Academic Standing, Academic Warning, Academic Probation, Continued Academic Probation, and Academic Dismissal) go into effect at the start of the successive term (September, January, May).

A. Good Academic Standing

An undergraduate SHS student whose CGPA is above the minimum standards (as noted above) is classified as an undergraduate student in good academic standing at the College. A student who has received an academic warning or an academic alert is considered to be in good academic standing

1. Academic Warning

Upon reaching the first 12 cumulative semester hour academic standing review, an SHS undergraduate student is given an academic warning when his or her cumulative GPA is at or above 1.500 but fails to meet the criterion cumulative GPA of 1.80. A student given an academic warning is considered to be in good academic standing.

Academic Warning will not be recorded on the student's academic transcript. A student will be removed from academic warning when he or she has successfully met the appropriate CGPA.

2. Academic Alert

The SHS undergraduate student who is in good academic standing, but has a *term* GPA below the required CGPA, will receive an academic alert. The academic alert is designed to notify the undergraduate student that he or she is in danger of *not* continuing in good academic standing and to encourage that student to seek academic support. This action is advisory and will not be recorded on the student's academic transcript.

B. Academic Probation

The undergraduate SHS student who, at any academic standing review point, fails to meet the CGPA academic standing criterion and who does not meet the criteria for academic warning is placed on academic probation. An undergraduate student who is placed on academic probation will maintain matriculation status but will *not* be eligible for financial aid.

The undergraduate student who is placed on probation will be notified of this academic standing by letter. As part of the letter of notification from the Office of the Dean of the School of Human Services, the undergraduate student on academic probation may be informed that he or she is required to take certain courses, limit the number of courses taken, or fulfill other conditions specified. Academic probation status will be recorded on the student's academic transcript.

An undergraduate student will be removed from academic probation when he or she meets or exceeds the criterion CGPA. When a student is removed from academic probation, it will be so noted on the transcript.

C. Continued Academic Probation

An undergraduate SHS student who was on academic probation during the term of review will continue on academic probation if the student's term GPA shows significant improvement, but his or her CGPA remains below the required level. Significant improvement is generally defined as a student earning a term GPA of at least 2.000 and having met the conditions of his or her academic probation. If continued on academic probation, the undergraduate student will be subject to the conditions specified under Academic Probation. Continued Academic Probation will be recorded on the student's academic transcript.

D. Academic Dismissal

At any academic standing review point, an undergraduate student who is currently on academic probation or continued academic probation

will be academically dismissed when the criteria for continued probation are not met. The Office of the Dean of the School of Human Services will send the undergraduate SHS student a notification letter of dismissal. The student may appeal the institutional academic dismissal and is required to submit the request in writing to SHS Campus Academic Standards Committee, via the Campus Director.

The institutional academic dismissal will be recorded on the student's academic transcript.

Academic Dismissal Readmission

An undergraduate SHS student who is academically dismissed does not maintain matriculation status and may not take courses at Springfield College for a minimum of three (3) academic terms [inclusive of September, January, May] following academic dismissal; and thereafter must make a formal application for readmission to the College. A student who is officially readmitted to the College following institutional academic dismissal will return on academic probation unless he or she has raised his or her CGPA to equal or exceed the appropriate academic standing criterion through course work transferred from another accredited institution and has met all other conditions of readmission from academic dismissal.

When a student is removed from academic dismissal, it will be so noted on the transcript.

Appeal Process for Undergraduate Academic Dismissal

An undergraduate SHS student who has been academically dismissed may appeal the dismissal to the SHS Campus Academic Standards Committee by submitting a written request of appeal to the Campus Director. The timeline for the appeal will be specified in the letter of notification of dismissal.

The undergraduate student's appeal should contain information about circumstances affecting the student's 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 College employee member invited to attend is under no obligation to do so. A lawyer may not be present at the meeting, either as a legal representative or as the above-mentioned College employee. 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 campus-based ASC will review the appeal according to the ASC operating guidelines. If the committee recommends that the appeal be supported, and the Dean of SHS concurs, the student will be allowed to return on continued academic probation and will be required to adhere to all academic standing policies.

The Office of the Dean of the School of Human Services will inform the undergraduate SHS student of the appeal decision by letter. The outcome of the appeal will be noted on the student's academic transcript.

