UMC CAMPUS POLICY/PROCEDURES FOR:

“Academic Progress/Probation”

[The following is the overseeing University policy and the UMC procedures related to the policy. Questions should be directed to the contact(s) listed below.]

UNIVERSITY OF MINNESOTA ADMINISTRATIVE POLICY LINK

There is no additional university policy link associated with this campus policy/procedure.

UNIVERSITY OF MINNESOTA CROOKSTON POLICY/PROCEDURES:

UMC students are required to make progress toward earning their degree and to maintain at least a “C” average (2.00 cumulative GPA) in their selected curricula. Students who do not maintain these standards may be placed on academic probation or academic suspension. Students on academic probation are considered to be making satisfactory academic progress. Suspended students, readmitted under the terms of the academic contract, are NOT making satisfactory academic progress.

Academic Probation

Students are placed on academic probation as (1) a warning that their academic progress is not satisfactory, or (2) that they did not meet the requirements for regular admission. Academic probation is a formal warning that the student should take steps to achieve the university’s academic standards to avoid dismissal from UMC. The following criteria determine who is placed on academic probation:

A. New High School Admits and New Advanced Standing (Transfer) Admits
   New students who do not meet the requirements for regular admission, but who qualify for UMC’s Conditional Admission program, are admitted on academic probation. Conditionally admitted students are informed of their status in their letter of admission.

B. Continuing UMC Students and Non-Degree Students
   Continuing and non-degree students must meet the following minimum GPA requirements.

<table>
<thead>
<tr>
<th>Cumulative Credits Attempted With Permanent Grades</th>
<th>Required Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.70</td>
</tr>
<tr>
<td>16-23</td>
<td>1.80</td>
</tr>
<tr>
<td>24-31</td>
<td>1.90</td>
</tr>
<tr>
<td>32 and beyond</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Requirements while on academic probation — during the term of probation, students:
1. Must earn a minimum term and cumulative GPA consistent with the credit hour/GPA table above.
   Students whose term GPA does not meet the requirements will be suspended. Students who meet the term GPA requirement will be removed from probation, or continued on probation, according to the following table:
<table>
<thead>
<tr>
<th>Meets Minimum Requirements (when on probation)?</th>
<th>Term GPA</th>
<th>Cumulative GPA</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
<td>Suspended</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Removed from probation</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Continued on probation</td>
</tr>
</tbody>
</table>

2. May register for a **maximum** of 15 credits.
3. May not add a class after the 100% refund period for the term or part-term (e.g., After days 1-5 of a 16-week semester).
4. Must meet with their academic adviser during the first week of the semester to complete an **Academic Action Plan (AAP)**. The adviser will help the student identify weak points in their college preparation and help the student develop a course of action to address them. (*The student must obtain his/her adviser’s signature before completing requirement #5.*)
5. Must meet with a staff member of the Academic Success Center, 270 Owen Hall. The discussion will focus on a variety of topics helpful in successfully completing the AAP (e.g., time management skills, study skills, tutoring services, class schedule, adjusting to college, etc.).
6. Must properly complete the AAP with all required signatures and submit it to the Office of the Registrar (9 Hill Hall) by 3:00 p.m. on Friday of the second week of classes.
7. Must meet one of the two Academic Success Center requirements below:
   a) On-campus students must spend a minimum of two hours per week in study at the Academic Success Center beginning with the second week of class. This study time may be augmented or replaced by meeting with a tutor for two hours per week. Participation and attendance will be verified.
   b) On-line students must submit an Academic Status Report to the Online Student Success Coordinator in the Academic Success Center every other week. Academic Status Reports begin week two and are due on even weeks (weeks 2, 4, 6, 8, 10, 12, and 14) for a total of seven reports throughout the semester. Each online student must also schedule a phone/video conference meeting with the Online Student Success Coordinator every other week to discuss progress reported in the Academic Status Report. During summer semesters, which are eight weeks instead of sixteen weeks, conditionally admitted students must submit an Academic Action Plan and schedule a phone/video conference with the Online Student Success Coordinator weekly.

**Students Who Fail to Complete Probationary Requirements**

1. Students who do not successfully complete requirement #1 shall be suspended.
2. Failure to complete requirements #5 and #6 (**see above**) will result in a "hold" being placed on the student’s academic record. The student forfeits the right to register during his/her regularly scheduled queue time for the next semester's classes and is required to register during the "open" registration period after all other returning students have registered.
3. Academically suspended students who fail to complete requirement #7 shall not be eligible for re-admission on academic contract and must complete the required period of non-enrollment.

**Suspended for Low Scholarship**

A student on academic probation who fails to meet the GPA requirements will be suspended and required to withdraw from UMC for one academic term on the first incidence of suspension and one calendar year on the second or third suspensions. Credits earned at other institutions during the period of suspension may not fulfill UMC graduation requirements unless permission to earn such credit is granted in advance by the Academic Standards and Policy Committee. **Students suspended on four occasions are permanently dismissed and not allowed to continue their studies at UMC.**
Readmission

Academically suspended students may seek readmission as described below (1.) after completing a period of non-enrollment (available to all students), or (2.) through the provisions of the academic contract (not applicable to online students).

1. Required non-enrollment period. Suspended students will be readmitted on academic probation after completing the required period of non-enrollment. Students must complete the “Application for Readmission” form available at http://www3.crk.umn.edu/onestop/registration/Forms/ReadmissionApplication.pdf six weeks prior to the start of the semester he/she plans to return. Continued enrollment thereafter depends on satisfactorily completing probation requirements.

2. Academic contract. Students who will be enrolled in a minimum of 12 on-site (not online) credits are eligible to seek readmission under an academic contract. (Those students who will not be registered in 12 or more on-site credits must complete the required period of non-enrollment.) Such appeals for readmission must be accompanied by evidence that factors contributing to the academic difficulty have been altered and that there is every reason to assume successful continuation of studies.

   First Suspension. On a student’s first suspension he/she will be readmitted if he/she successfully completed probationary requirement #7 (see preceding section) and agrees to comply with the terms and conditions of the academic contract. A suspended student who failed to complete probationary requirement #7 shall not be eligible for re-admission on academic contract and must complete the required period of non-enrollment.

   Second or Third Suspension. The Academic Standards and Policy Committee acts on appeals for readmission from students who have been suspended for the second or third time. Prior to presenting his/her appeal to the Committee the student must meet in person with a staff member of the Academic Success Center to complete the Academic Contract and the Academic Action Plan (AAP). The student must also obtain his/her adviser’s signature prior to turning in the completed forms at the Office of the Registrar.

Students may not continue on academic contract for two consecutive semesters and must sit out the required period of non-enrollment.

Suspended students, readmitted under the terms of the academic contract, are NOT considered to be making satisfactory academic progress; are NOT eligible¹ to receive state or federal financial aid; and are NOT eligible to represent² the University in any official event, activity, or capacity.

Suspended students are readmitted on academic probation after the required period of non-enrollment. Continued enrollment depends on satisfactorily completing probation requirements.

¹You may appeal your financial aid suspension if unusual circumstances interfered with your ability to meet SAP standards. For more information see Satisfactory Academic Progress (SAP) for Financial Aid Eligibility at http://www.crk.umn.edu/info/policies/FinAidSap.htm or contact the Office of Student Financial Aid.
2University representation shall include, but not be limited to such things as athletic events, music or theater performances, club events occurring in a public venue or of a competitive nature, and serving as an officer in clubs, organizations or the student association. Criteria to be used to determine what constitutes an official event, activity or capacity shall be based on such factors as the use of University funding or facilities, and the University’s role in scheduling and involvement in the event. The Academic Standards & Policy Committee shall resolve any questions regarding this provision.

Guide to Academic Suspension Appeals

The academic progress policy of the University is included in the UMC catalog, in each terms course schedule, and on the University's policy website.

A student has the right to appeal adverse suspension decisions according to the procedures described on the opposite page and herein.

The Academic Standards and Policy (AS&P) Committee establishes policies and procedures and reviews appeals for readmission by students who have been academically suspended. The AS&P Committee is a standing committee of the Faculty Assembly and includes one faculty member from each academic unit; two student members; and two consultant/advisory members (the Senior Vice Chancellor for Academic & Student Affairs and the Registrar). The Chairperson convenes the committee as necessary.

Suspended for Low Scholarship

Appeals for readmission after suspension must be accompanied by evidence that factors contributing to the difficulty have been altered and that there is every reason to assume successful continuation of studies. (Note. The reinstatement provision of the academic contract described in this section only applies to students enrolled in a minimum of 12 on-site credits. All other students, including online students, must complete the required period of non-enrollment.)

First Suspension. A student on academic probation who fails to meet the terms of probation is suspended and is required to withdraw from UMC for one academic term. However, students may appeal their suspension and will be readmitted for the next term if they have complied with probation requirements, agree to comply with the terms and conditions of the academic contract, meet all associated deadlines, properly complete the required forms, and attend all required meetings.

Second and Third Suspensions. A student is suspended for one calendar year on the second and third suspensions. Students may not continue on academic contract for two consecutive semesters and must sit out the required period of non-enrollment. The Academic Standards and Policy Committee reviews appeals from 2nd or 3rd suspension students according to the following procedures:

1. Students must complete, sign, and return by the stipulated deadline the Academic Contract and the Academic Action Plan to the Office of the Registrar.
2. Deadlines and procedures for submitting an appeal for currently enrolled students are clearly stated in the students' suspension letters.
3. Appeals based on unusual or extenuating circumstances must include an explanation of the circumstances beyond the student's control that affected academic progress. Such appeals must include official/professional documentation (e.g., medical records, court documents) which supports the written explanation.
4. In addition to the written appeal, students should plan to meet personally with the AS&P committee and may bring advocates on their behalf as appropriate. Student attendance at the
Committee meeting is not required but is **strongly recommended**. Conference calls with the Committee may be scheduled during the summer if travel to the campus is unfeasible.

5. A written decision on the appeal will be provided to the student. If the appeal is approved, and the student is allowed to return for the next term, he/she will be required to comply with all of the terms and conditions of the Academic Contract.

6. An appeal for readmission that is denied by the committee may be appealed to the Chancellor (see details below).

**Fourth Suspension.** Students suspended on four occasions are dismissed and not allowed to continue their studies at UMC.

**Appeal of AS&P Committee Decisions and Suspensions for Violation of the Academic Contract**

Students who choose to appeal the decision of the AS&P committee, or who have been suspended for violating the Academic Contract, may submit their request to the Senior Vice Chancellor for Academic and Student Affairs. Procedures and deadlines for appeals submission are clearly stated in the students' suspension letters.

**Class Registration.** Following the conclusion of fall and spring semester, students who have been academically suspended may have pre-registered for the next semester. The registration will remain valid until all written appeals have been decided. Upon resolution of the written appeal, the class registration of all students who did not appeal their suspension, or who filed an unsuccessful appeal, will be canceled.

**FORMS**

http://www3.crk.umn.edu/onestop/registration/officeRegForms.htm

**ADDITIONAL CONTACTS**

Ken Myers, Registrar  kmyers@umn.edu  218-281-8200

**HISTORY**

*Revised: Faculty Assembly, 3/26/2004; Executive Committee, 6/6/2006; Faculty Assembly, 03/30/2007; 04/24/2009; 2/19/2010, 03/25/2011, 02/24/12, 04/26/2013*

Last reviewed: June 2015