

# Academic Actions and Appeals for Probation and Dismissal for Undergraduate Programs

## Probation

In order to be considered a student in good standing at the College of Saint Mary, an undergraduate student must earn and maintain a cumulative grade point average of 2.00 or better. Any undergraduate student who fails to earn a 2.00 grade point average in any term or whose cumulative grade point average drops below 2.00 is classified as a student on probation. Designation of probation status occurs after each academic term. Students who left CSM on probation and are readmitted in a future term will remain on probation. They will be evaluated for removal of probation at the end of their first semester.

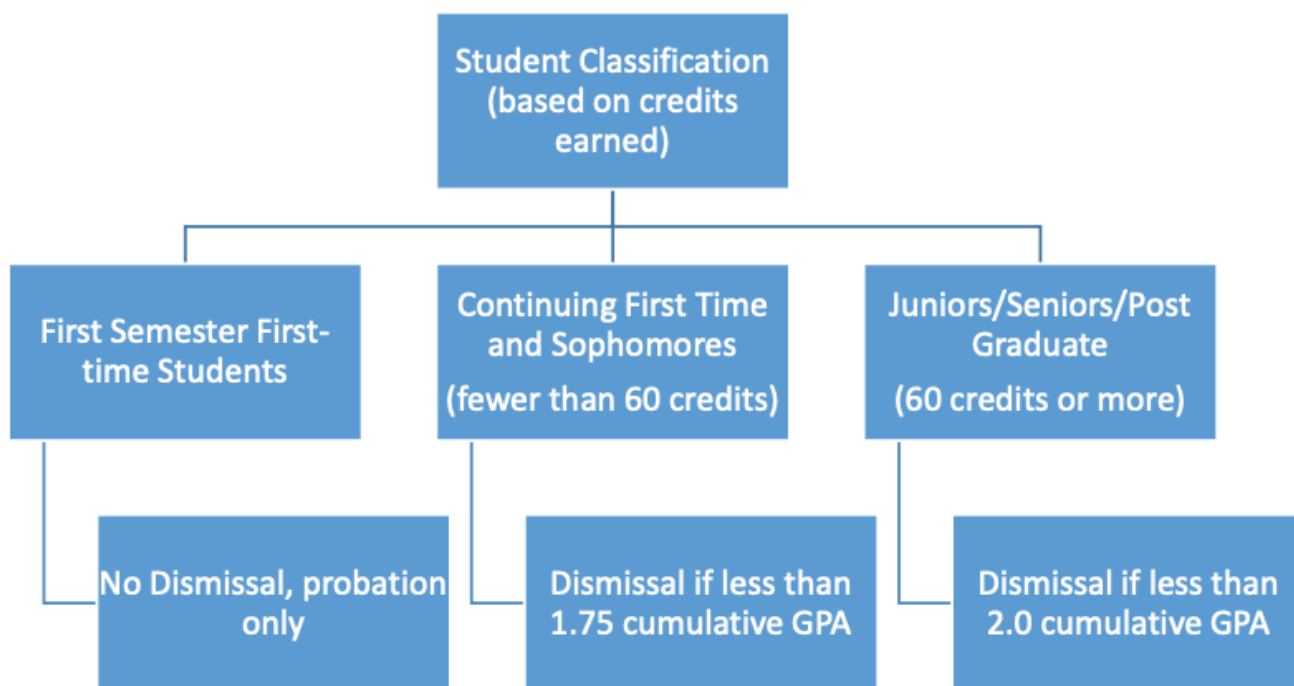
## Dismissal

### Student Classification – Cumulative GPA

First-semester freshman students – no dismissal, probation only

Continuing freshman students and sophomores (with fewer than 60 total credits) – dismissal if less than 1.75 cumulative GPA

Juniors/Seniors/Post Graduate (with 60 or more total credits) – dismissal if less than 2.00 cumulative GPA



Academic dismissals for undergraduate students are determined after spring semester of each academic year. However, any student with a GPA below 1.0 for any semester in which credits were attempted and completed will be dismissed from the university. A student who is subject to academic dismissal may appeal the dismissal by following the process outlined below. Any student who is academically dismissed from the university may apply for readmission to the university after one term (not including summer school). The College Admissions Committee will consider the request for readmission. Upon readmission to the university, a student may resume study and apply for

financial aid. Readmission is not a guarantee of financial aid, so students returning to the institution should verify that they are eligible to receive financial aid. If a student is academically dismissed more than once, the student will no longer be eligible for readmission.

Academic programs may define standards for probation and dismissal that are more stringent than the university standards for undergraduate students. A student could be placed on probation or dismissed from an academic program but still remain eligible for enrollment at the university. Consult the program handbooks for more information about the probation and dismissal standards for each academic program.

## Academic Appeals Process for Undergraduate Programs

The Undergraduate Academic Appeals Board exists to provide the student with a means to appeal a specific academic decision that the student considers unwarranted, unjust or capricious.

Appeal of a final course grade, program dismissal, or other course/program decision:

- File a petition no later than ten business days after the end of the course or date in which the decision was made.
  - To prevent a delay in progression, students in the Nursing Programs (PNC, BSN) completing a course and progressing into a course with a clinical component mid-semester, must file a petition for appeal within 2 business days after the date in which the decision notification was made. When courses conclude at end of the semester, nursing students will have 10 business days after the end of the course or date in which the decision was made to file a petition for appeal.

It is the responsibility of the instructor to inform students of course requirements, evaluate students fairly on the basis of the academic performance, encourage free and open discussion, inquiry and expression in the classroom, and identify methods of evaluation/grading that will be used for the course. It is the responsibility of the student to inquire as to course requirements when in doubt, maintain the standards of academic performance established by the professor, and to follow the appeal process if she believes her academic rights have been violated.

The process for an Academic Appeal for a course grade, program dismissal, or other course/program decision is as follows:

1. Discuss the matter of appeal with the instructor.
2. Discuss the matter of appeal with the Program Director of the course.
3. Discuss the matter of appeal with the course Associate Dean.
4. If the appeal is then not resolved, submit a "Student Academic Appeal Form" (forms are available on MyCSM > Forms > Student Forms > Student Academic Appeal Application). The Vice President for Academic & Student Affairs or designee will convene the Undergraduate Academic Appeals Board.

The process for an Academic Appeal for dismissal from the university is as follows:

- Submit a "Student Academic Appeal Form" (forms are available on MyCSM > Forms > Student Forms > Student Academic Appeal Application). The Vice President for Academic & Student Affairs or designee will convene the Undergraduate Academic Appeals Board. The form must be submitted within 30 days of the date of the dismissal notice.
- It is the responsibility of the Undergraduate Academic Appeals Board to evaluate each case confidentially and fairly and to develop a course of action that will resolve the matter. The Undergraduate Academic Appeals Board will notify the parties involved in the appeal and schedule a hearing in which both parties are present to state their side of the case. The board will make a decision within 5 days following the hearing.

Membership in the Undergraduate Academic Appeals Board consists of two faculty members and one alternate, to be elected by the Faculty Assembly, Director of Teaching and Learning Center, and two students, to be elected by the student body association. The Vice President for Academic & Student Affairs or designee for Academic Affairs will serve as Chair. The student may have a navigator who will help her through the appeal process. The chair of the appeals hearing will notify the student of the outcome of the hearing.