

Minnesota State University, Mankato
University Policy

Policy Name: Academic Standing for Undergraduate Students	Effective Date of Last Review: August <u>23, 2024</u> <u>1, 2026</u>
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review: <u>July 2024</u> <u>September 2025</u>
Date of Adoption: August 1999	Date of Next Review: September <u>2027</u> <u>2032</u>

POLICY

Undergraduate students at Minnesota State Mankato are expected to meet academic standards set by the university and to demonstrate satisfactory academic progress towards earning a degree.

Good Academic Standing for undergraduate students is defined as:

Achieving a Minnesota State Mankato ("local") cumulative grade point average (GPA) of

- 1.7 or higher for 0-30 attempted credits,
- 1.85 or higher for 31-59 attempted credits, and
- 2.0 or higher for 60+ attempted credits.

Transfer credits accepted by Minnesota State Mankato are counted for the purpose of determining the applicable credit hour range.

AND

Maintaining a cumulative credit completion rate of at least 67.66.67%. (Transfer credits are included for purposes of calculating credit completion rate).

Grade Point Average (GPA) refers to the total number of quality points earned by the student, divided by the total number of credit hours attempted on a regular grade basis. Please refer to the [University Grading Policy](#) for the quality point calculations. Courses in which a P or NC is earned are not included for purposes of calculating GPA.

Credit Completion Rate (CCR) refers to the ratio of earned and attempted credits.

- Courses that received grades of A (+/-), B (+/-), C (+/-), D (+/-), IP, and P are considered attempted and earned
- Courses assigned grades of F, NC, I, W or Z are considered attempted credits
- Courses taken as Audit (AU) have no grade point value and are not included for calculation of the Credit Completion Rate. Please refer to the [University Grading Policy](#) for [additional letter grade information](#).
- Remedial/developmental credits (e.g. MATH 098) are included in the GPA but excluded from calculations of [completion rate \(starting in Fall 2021\) per System Procedure 2.9.1](#).
- When courses are repeated, only the highest grade is used in calculations of GPA, but all attempts are included in calculations of CCR. See the [Undergraduate Course Repeat Policy](#) for more [information](#).

CCR is calculated as follows:

CCR = $\frac{\text{Cumulative Earned Credits}}{\text{Cumulative Attempted Credits}}$

When a student falls below academic good standing requirements, it will result in:

Academic Warning: After one academic semester (fall, spring, or summer) of not meeting the academic good standing requirements, a student will be placed on academic warning. Academic warning is intended to be an intervention to alerts the students that adjustments need to be made to improve academic success. After students' next term of enrollment, their record will be re-evaluated for satisfactory academic progress, and academic warning will be end-dated if the student achieves good academic standing requirements. At the end of the warning semester, if the student's cumulative GPA and CCR meet the standard for good academic standing, the student's warning status will end.

Academic Suspension: After two consecutive academic semesters (fall, spring, or summer) of not meeting the academic good standing requirements, student will be academically suspended from the University, Mankato. Academic suspension is an intervention to give the students an opportunity to pause and regroup before attempting further study. Students on academic suspension may not enroll in courses at the University, Mankato unless specific conditions have been met (see below), until the requirements for academic reinstatement are met. (See reinstatement procedures below.) If a student has already enrolled for the next semester, the student's registration will be cancelled. The University will administratively drop the suspended student's enrolled courses after they have been suspended.

Academic Probation: Students who are academically suspended are eligible to continue their enrollment immediately if they meet academic probation requirements,

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defined as a semester GPA of 2.5+ and a semester credit completion rate of 66.67%+. In this situation, a student will be moved to academic probation status. The student can continue to re-enroll while on academic probation as long as they meet semester probation standards and/or achieve good academic standing. When a student is academically reinstated, they will be placed on academic probation. The student may continue on academic probation if they achieve a semester GPA of 2.5 and a semester credit completion rate of 66.67%. Failure to meet the academic probation semester requirements will result in academic suspension. (Refer to reinstatement procedures below.).

PROCEDURE

1. Registration & Academic Records runs the Satisfactory Academic Progress (SAP) reports after grades are due each semester (fall, spring and summer).
2. SAP reports are shared with Academic Affairs, University Advising, and other relevant campus partners.
3. Academic Affairs notifies students via MavMail of their warning, suspension, or probation status and relevant next steps.
4. Academic Recovery Advising (within University Advising) reaches out to students on warning or probation with intervention information, including the opportunity to create Student Success Plans for warning or probation semesters. Opportunities to create plans after week ten of the semester are limited.
5. Students who are suspended are ineligible to continue their enrollment for at least one calendar year (3 consecutive semesters, including summer).
 - a. Students qualify for academic re-enrollment to the university after completing their term of suspension (see Re-enrollment after Suspension below).
 - b. Students who have experienced documentable extenuating circumstances leading up to academic suspension and/or have an eligible Student Success Plan can appeal for early reinstatement consideration (see Early Reinstatement below).

Re-enrollment after Suspension

Students planning to return to the University after suspension (3 consecutive semesters, including summer) should contact Academic Recovery in University Advising (507-389-1650). Next steps with Academic Recovery include an advising appointment and creation of a Student Success Plan. Students are encouraged to schedule this advising appointment 2-3 months before the semester they want to return to maximize course availability; appointments scheduled less than a month before students' intended re-enrollment semester are limited. This appointment cannot occur before the course schedule for the re-enrollment semester is posted.

Early Reinstatement

Students who experienced documentable extenuating circumstances leading up to academic suspension and/or who demonstrate significant academic improvement while working on a have an eligible Student Success Plan with University Advising can appeal to return sooner than one year (3 consecutive semesters, including summer) away from the University. Early reinstatement appeals need to be submitted no later than 14 calendar days before the intended Summer or Fall semester of reinstatement. A later deadline necessarily occurs between fall and spring semesters when 14 calendar days is not possible and no less than 7 calendar days before the start of the Spring semester. See the Academic Reinstatement Process webpage for specific deadlines and a link to the early reinstatement form, details of early reinstatement appeal processes.

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Academic Warning

When a student is placed on academic warning, the Office of the Provost will notify the student, their college dean, the college academic advising office, and the director of the University Undergraduate Advising Center (UUAC) by University email. The student must follow the academic warning advising processes of the UUAC. A hold will be placed on the student's registration to ensure the student meets with the Director of the UUAC or designee to create and implement a Student Success Plan. The plan will include student specific strategies to assist the student in returning to good standing and making progress toward a degree.

Academic Suspension

When a student is placed on academic suspension, the Office of the Provost will notify the student, their college dean, the college academic advising office, and the director of the UUAC by University email. A student may be academically reinstated through one of the methods listed below.

Academic Reinstatement

Academic reinstatement allows a suspended student to return to the university on academic probation. Access to the Application for Reinstatement from Academic Suspension and timelines will be communicated in the suspension notification letter noted above.

- **Reinstatement After Academic Suspension:** An undergraduate student who has been placed on academic suspension may be reinstated after completing one year (three semesters) not enrolled at the University. An Application for Reinstatement from Academic Suspension must be submitted online according to the timelines communicated in the notification letter. The student will receive reinstatement notification from the Office of the Provost upon

review of the Associate Vice President for Curriculum, in consultation with the Undergraduate Academic Reinstatement Panel as needed. A reinstated student must follow the academic probation advising processes of their respective college(s).

- **Early Reinstatement from Academic Suspension due to Extenuating Circumstances:** An undergraduate student who has been placed on academic suspension may apply for early reinstatement after less than one year based on documented extenuating circumstances or evidence of academic progress on a UUAC Student Success Plan. Appeals for early reinstatement must be received according to the timelines communicated in the suspension notification letter. Students applying for early reinstatement after spring suspension cannot take courses during the first summer session.

Extenuating Circumstances may include but are not limited to:

- Serious physical illness, disease management, or mental illness, accident, or injury experienced by the student, the student's dependent, the student's immediate family member, or someone for whom the student is a primary caregiver, or significant persons in students' lives;
- Death of significant persons in students' lives; a member of the student's immediate family, which shall include spouse or domestic partner, children (including stepchildren, foster children, or wards), siblings, parents, parents of the spouse/partner, grandchildren, grandparents.
- Divorce experienced by student or their parent,
- Documentable legal, criminal, or personal hardship or issues with spouse, family, immediate family, roommate, or other significant persons.
- Change in academic major – only one change in major may be considered for not meeting the GPA and/or completion rate requirements indicated in this policy.

- Illness (other than minor illnesses); disease management/treatment
- Bereavement
- Personal/emotional circumstances
- Hospitalization
- Victim of crime
- Family illness

Evidence of Academic Progress: (in effect following Fall 2019)

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- Significant progress shown on Student Success Plan providing evidence of improved academic performance

Early reinstatement appeals The appeal for academic reinstatement will be are reviewed by the Associate Vice President for Curriculum Assistant Provost for Accreditation, Assessment, and Curriculum Innovation, as the delegate for the Provost and Senior Vice President for Academic Affairs, and in consultation with by the Undergraduate Academic Reinstatement Panel as needed. The appeal must Appeals must include:

- a Student statement describing the appeal request and rationale and either
- AND
- detailed documentation/evidence of personal/medical extenuating circumstances
- OR or
- Evidence of significant academic improvement on the student's transcript while working with an existing a University Advising on a Student Success Plan with evidence of significant improved academic performance (plan must have been created within the first 10 weeks of the semester after the student went on academic warning).

The student and the college advising office Academic Recovery Advising will receive notification about early reinstatement decisions within 7 calendar days after the appeal deadline. The decision is communicated from the Office of the Provost Academic Affairs via University email.

The following information may be considered during review of application for reinstatement:

- Number of Previous semesters where good academic good standing has been achieved
- Number of previous suspensions
- Length of time following suspension from Minnesota State Mankato
- Academic performance at institutions attended prior to and/or following suspension from Minnesota State Mankato

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- Progress toward degree
- Evidence that the extenuating circumstance is fully resolved or will no longer be an impediment to academic~~the student's~~ success
- Evidence of substantial academic progress ~~on and a relevant UUAC~~ Student Success Plan
 - Semester in which the student seeks reinstatement (for example, the compressed summer semester may not be in a student's best academic interest for success)

Academic Probation

~~Probationary reinstatement may be granted for the following semester if the student meets one of the conditions below:~~

1. ~~The student achieved a semester GPA of 2.5 and a semester credit completion rate of 66.67%.~~
2. ~~The student's Application for Reinstatement from Academic Suspension was formally approved.~~

~~When a student is placed on academic probation, the Office of the Provost will notify the student, their college dean, the college academic advising office, and the director of UUAC by University email. The student must follow academic probation advising processes of their respective college(s). A hold will be placed on the student's registration to ensure the student meets with the college academic advisor to create and implement a Student Success Plan. The plan will include student specific strategies to assist the student in returning to good standing and making progress toward a degree.~~

~~During probation, the student must earn a semester GPA of 2.5 and a semester credit completion rate of 66.67% every semester until their cumulative GPA and credit completion rate qualify for a return to good academic standing.~~

~~In the event a student has been reinstated on Probation during a summer semester, where course credit enrollment limitations along with compressed semester schedule can have a detrimental impact on a student's ability to meet Probation standards, students must agree to conditions outlined in their Student Success Plan. The plan should outline the minimum achievement required for the student to meet~~

~~Probation standards. This plan ensures the student is aware of the expectations and unique risk factors that are presented for attending summer semester while in Probation status.~~

Undergraduate Academic Reinstatement Panel

The ~~purpose of the~~ Undergraduate Academic Reinstatement Panel ~~is to~~ serves as a consultative body when additional review of reinstatement applications is warranted. Recommendations will be made through simple majority vote. The ~~committee panel will~~ includes representation from the following ~~departments~~ groups: the following and whose appointments shall encompass a three-semester cycle, with appointment beginning fall semester:

- [Faculty Association](#)
- [University Advising](#)
- [Registration & Academic Records](#)
- [Financial Aid](#)
- [Diversity, Equity and Inclusion](#)
- [Global Education](#)
- [1 Student Relations Coordinator representative](#)
- [1 University Faculty member](#)
- [1 Student Government appointee](#)
- [1 University Institutional Diversity appointee](#)
- [1 University Global Education appointee](#)
- [1 Financial Aid Unit appointee](#)
- Convened by [Assistant Provost for Accreditation, Assessment, and Curriculum Innovation](#) the [Associate Vice President for Undergraduate Education](#)

Note: A written appeal of the Undergraduate Academic Reinstatement Panel recommendation may be filed with the Office of the Provost. The procedure used in the original decision making process and any new information provided will be reviewed. The appeal must be received within 14 calendar days of email notification sent by the University.

RATIONALE

This policy is intended to guide undergraduate students through the academic warning, suspension, reinstatement/[re-enrollment](#), and probation processes ~~in order~~ to support them in achieving satisfactory academic standing [while progressing toward their goals](#). We understand ~~a~~ students [might run into](#) encounter academic difficulty for a variety of reasons, [and our goal is to support students as they make changes to ensure success](#), ~~including: personal challenges, poor time management, inappropriate course selection, incongruous choice of major or other factors.~~ A continued record of failure to meet satisfactory academic standing requirements jeopardizes admission to major programs,

precludes graduation, and may prevent transfer to other institutions. Our goal is to support students as they make changes to ensure success.

The policy follows federal regulations and established in accordance with the guidelines authorized under Minnesota State [Colleges & Universities](#) Board Policy 2.9 and Procedure 2.9.1.

References

[Minnesota State Board Policy 2.9](#)

[Minnesota State Board Procedures 2.9.1](#)

[Minnesota State University, Mankato Student Financial Aid Eligibility Policy](#)

[Minnesota State University, Mankato Grading Policy](#)

[Minnesota State University, Mankato Undergraduate Course Repeat Policy](#)

Policy History

2025: Updated procedures to account for changes in advising structures that support students in academic recovery (warning, probation or suspension). Examples of extenuating circumstances were brought into alignment with examples from the University Student Financial Aid Eligibility Policy.

Policy:		
Formal Review Process	Date Submitted	Date Reviewed
✓ Vice President's Recommendation		Date
✓ President's Approval		Date

Academic Standing for Undergraduate Students Procedure Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date

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