

**Minnesota State University, Mankato**  
**University Policy**

<b>Policy Name:</b> Academic Standing for Undergraduate Students	<b>Effective Date of Last Revision</b> May 3, 2019
<b>Custodian of Policy:</b> Provost and Senior Vice President for Academic Affairs	<b>Date of Last Review</b> September 2018
<b>Date of Adoption</b> August 1999	<b>Date of Next Review</b> September 2025

## **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.

### **Academic Good 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 credit hours, at least 1.85 for 31-59 credits and a minimum of 2.0 for 60+ credit hours. 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 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 total number of earned credit hours divided by the number of total attempted credit hours. Courses that received grades of A (+/-), B (+/-), C (+/-), D (+/-), IP, and P are considered attempted and earned credits. 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 considered attempted credits. Credits taken as Audit are not included for calculation of the Credit Completion Rate. Please refer to the University Grading Policy for letter grade explanations.

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

**Academic Warning:** After one academic semester (this includes summer semester) of not meeting the academic good standing requirements, a student will be placed on academic warning intended to be an intervention to alert the student that adjustments need to be made to improve academic success.

**Academic Suspension:** After two consecutive academic semesters (this includes summer semester) of not meeting the academic good standing requirements, a student will be suspended from Minnesota State University, Mankato and will be disqualified from further enrollment until the requirements for academic reinstatement are met. (See Academic Reinstatement below.) If a student has already enrolled for the next semester, the student's registration will be cancelled.

**Academic Probation:** A student who is academically reinstated (refer to reinstatement procedures below) will be placed on academic probation. A student may continue on academic probation if he/she achieves 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.

## Procedures

### Academic Warning

When a student is placed on academic warning, the Office of the Provost will notify the student, his/her college dean and college academic advising office as well as 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, his/her college dean and college academic advising office as well as 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 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 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 Undergraduate Education, in consultation with the Undergraduate Academic Reinstatement Panel as needed. A reinstated student must follow the academic probation advising processes of his/her 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. Appeals for early reinstatement must be received according to the timelines communicated in the notification letter. Students applying for early reinstatement after spring suspension cannot take courses during the first summer session. Consideration for early reinstatement may exist given evidence of extenuating circumstances: personal/medical challenges beyond one's control or showing significant academic progress through the Student Success Plan. For example:

#### Personal/Medical Circumstances:

- 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)

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

The appeal for early reinstatement due to extenuating circumstances, including an Application for Reinstatement from Academic Suspension, will be reviewed by the Associate Vice President for Undergraduate Education, in consultation with the Undergraduate Academic Reinstatement Panel as needed. The appeal must include: a student statement describing the appeal request and rationale; *and* either detailed documentation/evidence of personal/medical extenuating circumstances or an existing Student Success Plan with evidence of significant improved academic performance.

The student and the designated advisor will receive notification about early reinstatement within 7 calendar days after the appeal deadline from the Office of the Provost via University email.

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

- Number of semesters where 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
- Progress toward degree
- Evidence that the extenuating circumstance is fully resolved or will no longer be an impediment to the student's success
- A Student Success Plan exists and there is evidence of substantial progress
- 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)

### **Probationary Reinstatement**

A student who does not meet academic good standing requirements, while on academic warning, will be suspended. 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 along with 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, his/her college dean and college academic advising office as well as the director of UUAC by University email. The student must follow academic probation advising processes of his/her 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.

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 serve as a consultative body when additional review of reinstatement applications is warranted. Recommendations will be made through simple majority vote. The committee will include the following and whose appointments shall encompass a three-semester cycle, with appointment beginning fall semester:

- 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 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, probation, and reinstatement process in order to support them in achieving satisfactory academic standing. We understand a student might run into academic difficulty for a variety of reasons, 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.

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#### *History of Revisions*

9/1/2018 – Standard Policy Review  
9/1/2016 – Standard Policy Review  
8/1/2015 – Standard Policy Review  
1/16/2012 – Expedited Policy Review  
6/1/2010 – Expedited Policy Review  
6/1/2009 – Expedited Policy Review  
8/1/2008 – Standard Policy Review  
5/3/1999 – Policy Adopted