

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **14-Sep-16** Curriculum Bulletin _____

Effective Date **Fall 2017** Approved by EPC _____

Department

College **PR - Provost**

Proposal **Revise Policy**

Proposal Name **Revision of Dismissal Policy for undergraduate students**

Description of proposal:

Revision to dismissal policy includes clarifying that the policy applies to all undergraduate students in their first semester at Kent State (including College Credit Plus students); subjecting students to dismissal if they earn below a 2.000 overall GPA with 90 or more GPA hours; and limiting dismissal for students who earn a specific number of credit hours of failed coursework only to those in their first semester or on academic probation. In addition, "cumulative GPA" is retitled "overall GPA" to be consistent with terminology in the various student systems.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Revision will keep Kent State in compliance with state requirement that College Credit Plus students be included in the dismissal review process. The tightening of minimum GPA for students who have amassed a great amount of credit (90 or more) but are on academic probation and unlikely to graduate, will prevent those students from being overlooked in the dismissal review process. The loosening of the 9 credits (6 for part-time) of failed courses will allow students who have been in good academic standing but had a bad semester to not be subject to the dismissal review process.

Units consulted (other departments, programs or campuses affected by this proposal):

College advising deans, University College, Provost's Office

REQUIRED ENDORSEMENTS

_____/_____/_____
Department Chair / School Director

_____/_____/_____
Campus Dean (for Regional Campuses proposals)

_____/_____/_____
College Dean (or designee)

_____/_____/_____
Dean of Graduate Studies (for graduate proposals)

_____/_____/_____
Senior Vice President for Academic Affairs and Provost (or designee)

Proposal Summary for a Policy Revision of the Undergraduate Academic Dismissal, Appeal and Reinstatement Policies

Subject Specification:

This proposal seeks to revise and provide clarity to the criteria for determining academic dismissal for undergraduate students and provide clarifying language to the existing policy and to include College Credit Plus students (CCP) due to the state mandate for these students to be subject to probation and dismissal review in accordance with university policy and practices. In addition, we are adjusting the last category in the grade point average ranges to include students who earn between a 1.91 to a 1.99 to be subject to dismissal.

UNIVERSITY CATALOG DISMISSAL, APPEAL AND REINSTATEMENT

Background Information:

The policies below are in force for undergraduate students. For graduate students, the policies for dismissal, appeals and reinstatement are found under Academic Standing - Graduate Student in the University Catalog

The dismissal policy was revised for the Fall 2015 catalog to include Fall dismissal review. After going through this process for over a year it was determined there was a need for additional clarity to the language within the policy. In addition, we also need to include CCP students due to the state mandate requiring these students must be subject to probation and dismissal review in accordance with university policy and practices.

Alternatives and Consequences:

The alternative is status quo in the University Catalog and Policy register and there would still be questions and interpretation. We would also not be in compliance with the state requirement that CCP students be included in the dismissal review process. We would also potentially allow students with a 1.91 to 1.99 to never be subject to the dismissal review process, which could result in students not progressing in order to obtain the needed 2.00 GPA to earn a degree from Kent State University.

Specific Recommendation and Justification:

We would like the policy to be revised to provide the clarifying language, to add CCP students to the review process, and include the students who fall within the 1.91 to 1.99 range. These changes would not only provide needed clarity to the policy and to current practice for dismissal, it allows us to comply with state requirements, and also stops students with a large number of accumulated hours and a low GPA from continuing on that are not making adequate academic progress.

Timetable and Actions Required:

- Approval from Educational Policies Council..... October 17, 2016
- Approval from Faculty Senate November 14, 2016
- Implementation in University Catalog..... Fall 2017

Dismissal, Appeal and Reinstatement

The policies below are in force for undergraduate students. For graduate students, the policies for dismissal, appeals and reinstatement are found under Academic Standing - Graduate Student in the University Catalog.

DISMISSAL

Students whose academic performance indicates a limited chance of obtaining the minimum grades required for [good academic standing](#) graduation will be subject to dismissal from the university. ~~The provost will not dismiss a student if any of the following conditions apply to that student:~~

- ~~1. The student is in good academic standing at the end of the preceding term of enrollment.~~
- ~~2. The student earns a 2.000 term GPA (unadjusted for the recalculation provisions in the course repeat policy).~~

The provost may dismiss a student if any of the following conditions apply to that student:

1. [Any](#) ~~The~~ student [who](#) earns between a 0.000 and 0.500 [grade point average \(GPA\)](#) in [the student's](#) ~~the~~ first semester at Kent State.
2. [Any continuing](#) ~~The~~ student on [academic](#) probation [who does not achieve a minimum 2.000 semester GPA \(including the transfer student admitted on probation\) when the student's](#) [and has an overall cumulative grade point average \(GPA\) is](#) within the following ranges:
 - o [Between 0.000 and 29.999](#) GPA hours: below 1.100 [overall cumulative](#) GPA
 - o [Between 30.000 and 59.999](#) GPA hours: below 1.500 [overall cumulative](#) GPA
 - o [Between 60.000 and 89.999](#) GPA hours: below 1.750 [overall cumulative](#) GPA
 - o 90.000 or more GPA hours: below [2.000 overall](#) ~~1.900 cumulative~~ GPA
3. [Any](#) ~~The~~ full-time student [in the first semester at Kent State or on academic probation](#) who receives 9 or more credit hours ~~and the less-than-full-time student who receives 6 or more credit hours~~ of any combination of the following grades or marks in the semester under review: F (Fail), NF (Never Attended–Fail), SF (Stopped Attending–Fail), U (Unsatisfactory). This policy applies without regard to whether the designated grades were included or excluded from the student's [overall cumulative](#) GPA.
4. [Any less-than-full-time student in the first semester at Kent State or on academic probation who receives 6 or more credit hours of any combination of the following grades or marks in the semester under review: F \(Fail\), NF \(Never Attended–Fail\), SF \(Stopped Attending–Fail\), U \(Unsatisfactory\). This policy applies without regard to whether the designated grades were included or excluded from the student's overall GPA.](#)

A student who is dismissed should expect to be away from the university for a minimum of 12 consecutive months. A dismissed student may not register for any coursework at any campus of Kent State University. The notation of academic dismissal will be printed on the student's official transcript. For further information concerning the conditions of [academic](#) probation and dismissal, students should contact their college or campus advising office. See guidelines for dismissal appeals below.

University Catalog – Marked-Up Version *continued***DISMISSAL APPEAL**

A student who is dismissed has the right to appeal the decision. Appeals must be based on recent circumstances that were beyond the control of the student. Appeals must be made in writing to the college or campus at which the student was enrolled at the time of the dismissal.

The appeal letter must be composed, typed and signed by the student. The appeal letter may be delivered personally or sent by mail, fax or e-mail from the student's kent.edu account, and must include all pertinent documentation for the appeal to be considered. Appeal letters for dismissals must be received by the college or campus no later than 10 calendar days after final grades are posted on the student's FlashLine account. Dates when final grades are posted can be found at the calendar page of the Office of the University Registrar website.

Appeal letters must include the following:

1. An explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that they may have adversely affected academic performance. These circumstances must be documented by providing physician statements or other appropriate official documents.
2. Proof of consistent satisfactory academic performance prior to the occurrence of the circumstances believed to be the cause of the dismissal. These efforts must be documented by course instructors, and their statements must be submitted on university letterhead or sent from each instructor's Kent State e-mail address. If errors have occurred for one or more reported grades, the course instructor must verify that a grade change has been submitted.
3. An explanation of why action such as course withdrawal, complete term withdrawal, request for an incomplete grade, etc., was not taken before the end of the semester.
4. A detailed plan of action for achieving academic success for any future enrollment at Kent State University.
5. The student's full name, Kent State ID number, current and permanent mailing addresses, current and permanent telephone numbers and Kent State e-mail address.

Appeals that do not meet these guidelines will not be reviewed.

REINSTATEMENT

Reinstatement after dismissal from Kent State University is neither automatic nor guaranteed. A student may be reinstated only if the student provides convincing evidence of probable academic success if permitted to return to the university. A dismissed student who has previously accumulated a substantial number of credit hours and/or an excessively low GPA should expect that reinstatement is not likely to be approved.

Application for reinstatement after the required period of time away from the university should be to the dean of the college or campus that houses the major program the student wishes to enter. Students wanting to be reinstated into a program with selective admission requirements, specified certification standards or additional graduation requirements may be approved to be reinstated into the university but not into that particular program. The application should include convincing evidence of the student's motivation to continue and of the student's specific efforts during the period of dismissal to eliminate previous weaknesses. After evaluating the application for reinstatement and all supporting materials, the dean will inform the student of the reinstatement decision.

A student who is reinstated is automatically placed on [academic](#) probation until good academic standing (minimum 2.000 [overall](#) [cumulative](#) GPA) is attained. Academic requirements will be determined by the Catalog-in-force at the time the student re-enrolls at the university. For further information concerning reinstatement, students should consult their college or campus advising office.

Dismissal, Appeal and Reinstatement

The policies below are in force for undergraduate students. For graduate students, the policies for dismissal, appeals and reinstatement are found under Academic Standing - Graduate Student in the University Catalog.

DISMISSAL

Students whose academic performance indicates a limited chance of obtaining the minimum grades required for good academic standing will be subject to dismissal from the university.

The provost may dismiss a student if any of the following conditions apply to that student:

1. Any student who earns between a 0.000 and 0.500 grade point average (GPA) in the student's first semester at Kent State.
2. Any continuing student on academic probation who does not achieve a minimum 2.000 semester GPA and has an overall GPA within the following ranges:
 - Between 0.000 and 29.999 GPA hours: below 1.100 overall GPA
 - Between 30.000 and 59.999 GPA hours: below 1.500 overall GPA
 - Between 60.000 and 89.999 GPA hours: below 1.750 overall GPA
 - 90.000 or more GPA hours: below 2.000 overall GPA
3. Any full-time student in the first semester at Kent State or on academic probation who receives 9 or more credit hours of any combination of the following grades or marks in the semester under review: F (Fail), NF (Never Attended–Fail), SF (Stopped Attending–Fail), U (Unsatisfactory). This policy applies without regard to whether the designated grades were included or excluded from the student's overall GPA.
4. Any less-than-full-time student in the first semester at Kent State or on academic probation who receives 6 or more credit hours of any combination of the following grades or marks in the semester under review: F (Fail), NF (Never Attended–Fail), SF (Stopped Attending–Fail), U (Unsatisfactory). This policy applies without regard to whether the designated grades were included or excluded from the student's overall GPA.

A student who is dismissed should expect to be away from the university for a minimum of 12 consecutive months. A dismissed student may not register for any coursework at any campus of Kent State University. The notation of academic dismissal will be printed on the student's official transcript. For further information concerning the conditions of academic probation and dismissal, students should contact their college or campus advising office. See guidelines for dismissal appeals below.

University Catalog – Clean Version *continued***DISMISSAL APPEAL**

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3. An explanation of why action such as course withdrawal, complete term withdrawal, request for an incomplete grade, etc., was not taken before the end of the semester.
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Application for reinstatement after the required period of time away from the university should be to the dean of the college or campus that houses the major program the student wishes to enter. Students wanting to be reinstated into a program with selective admission requirements, specified certification standards or additional graduation requirements may be approved to be reinstated into the university but not into that particular program. The application should include convincing evidence of the student's motivation to continue and of the student's specific efforts during the period of dismissal to eliminate previous weaknesses. After evaluating the application for reinstatement and all supporting materials, the dean will inform the student of the reinstatement decision.

A student who is reinstated is automatically placed on academic probation until good academic standing (minimum 2.000 overall GPA) is attained. Academic requirements will be determined by the Catalog-in-force at the time the student re-enrolls at the university. For further information concerning reinstatement, students should consult their college or campus advising office.

Policy Register – Marked-Up Version

3341-3-01.10 Administrative policy regarding dismissal of undergraduate students for academic reasons

- (A) Purpose. A student whose academic performance indicates a limited chance of obtaining the minimum grades required for good academic standing ~~graduation~~ will be subject to dismissal from the university.
- ~~(B)~~ ~~The provost will not dismiss a student if any of the following conditions apply to that student:~~
- ~~(1) The student was in good academic standing at the end of the preceding term of enrollment.~~
- ~~(2) The student earns a 2.000 term GPA (unadjusted for the recalculation provisions in the course repeat policy).~~
- ~~(B)~~~~(C)~~ Eligibility. Specifically, the provost may dismiss a student if any of the following conditions apply to that student:
- (1) Any ~~The~~ student who earns between a 0.000 and 0.500 grade point average (GPA) in the student's ~~the~~ first semester at Kent state.
- (2) Any continuing ~~The~~ student on academic probation who does not achieve a minimum 2.000 semester GPA (including the transfer student admitted on probation) when the student's and has an overall cumulative grade point average (GPA) is within the following ranges:
- (a) Between 0.000 and 29.999 GPA hours: below 1.100 overall cumulative GPA.
- (b) Between 30.000 and 59.999 GPA hours: below 1.500 overall cumulative GPA.
- (c) Between 60.000 and 89.999 GPA hours: below 1.750 overall cumulative GPA.
- (d) 90.000 or more GPA hours: below 2.000 overall ~~1.900 cumulative~~ GPA.
- (3) Any ~~The~~ full-time student in the first semester at Kent State or on academic probation who receives 9 or more credit hours ~~and the less-than-full-time student who receives 6 or more credit hours~~ of any combination of the following grades or marks in the semester under review: F (Fail), NF (Never Attended–Fail), SF (Stopped Attending–Fail), U (Unsatisfactory). This policy applies without regard to whether the designated grades were included or excluded from the student's overall cumulative GPA.
- (4) Any less-than-full-time student in the first semester at Kent State or on academic probation who receives 6 or more credit hours of any combination of the following grades or marks in the semester under review: F (Fail), NF (Never Attended–Fail), SF (Stopped Attending–Fail), U (Unsatisfactory). This policy applies without regard to whether the designated grades were included or excluded from the student's overall GPA.
- ~~(C)~~~~(D)~~ Required absence. Students meeting the above conditions will be subject to academic dismissal and should expect to be away from the university for a minimum of twelve consecutive months. A dismissed student may not register for any coursework at any campus of Kent state university. The notation of academic dismissal will be printed on the student's official transcript.
- ~~(D)~~~~(E)~~ Dismissal appeal. A student who is dismissed has the right to appeal the decision. Appeals must be based on recent circumstances that were beyond the control of the student.
- (1) Appeals must be made in writing to the college or campus at which the student was enrolled at the time of the dismissal. The appeal letter must be composed, typed and signed by the student. The appeal letter may be delivered personally or sent by mail, fax or e-mail from the student's kent.edu account, and must include all pertinent documentation for the appeal to be considered.
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Policy Register – Marked-Up Version *continued*

- (3) Appeal letters must include the following.
- (a) An explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that they may have adversely affected academic performance. These circumstances must be documented by providing physician statements or other appropriate official documents.
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 - (e) The student's full name, Kent state ID number, current and permanent mailing addresses, current and permanent telephone numbers and Kent state e-mail address.
- (4) Appeals that do not meet these guidelines will not be reviewed.

(E)(F) Reinstatement.

- (1) Reinstatement after dismissal from Kent state university is neither automatic nor guaranteed. A student may be reinstated only if the student provides convincing evidence of probable academic success if permitted to return to the university. A dismissed student who has previously accumulated a substantial number of credit hours and/or an excessively low GPA should expect that reinstatement is not likely to be approved.
- (2) Application for reinstatement after the required period of time away from the university should be to the dean of the college or campus that houses the major program the student wishes to enter. Students wanting to be reinstated into a program with selective admission requirements, specified certification standards or additional graduation requirements may be approved to be reinstated into the university but not into that particular program. The application should include convincing evidence of the student's motivation to continue and of the student's specific efforts during the period of dismissal to eliminate previous weaknesses. After evaluating the application for reinstatement and all supporting materials, the dean will inform the student of the reinstatement decision.
- (3) A student who is reinstated is automatically placed on academic probation until good academic standing (minimum 2.000 overall ~~cumulative~~ GPA) is attained. Academic requirements will be determined by the catalog-in-force at the time the student re-enrolls at the university.

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 - (a) Between 0.000 and 29.999 GPA hours: below 1.100 overall GPA.
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 - (c) Between 60.000 and 89.999 GPA hours: below 1.750 overall GPA.
 - (d) 90.000 or more GPA hours: below 2.000 overall GPA.
 - (3) Any full-time student in the first semester at Kent State or on academic probation who receives 9 or more credit hours of any combination of the following grades or marks in the semester under review: F (Fail), NF (Never Attended–Fail), SF (Stopped Attending–Fail), U (Unsatisfactory). This policy applies without regard to whether the designated grades were included or excluded from the student's overall GPA.
 - (4) Any less-than-full-time student in the first semester at Kent State or on academic probation who receives 6 or more credit hours of any combination of the following grades or marks in the semester under review: F (Fail), NF (Never Attended–Fail), SF (Stopped Attending–Fail), U (Unsatisfactory). This policy applies without regard to whether the designated grades were included or excluded from the student's overall GPA.
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Policy Register – Clean Version *continued*

- (c) An explanation of why action such as course withdrawal, complete term withdrawal, request for an incomplete grade, etc., was not taken before the end of the semester.
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