Policy Id:
Reg.001 – Academic Probation – Academic Dismissal

Contact:
Office of Registrar

Last Modified:
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ACADEMIC PROBATION – ACADEMIC DISMISSAL

RETENTION REQUIREMENTS (MINIMUM ACADEMIC STANDARDS)

In order to be in good academic standing and continue enrollment at the college, students must meet the minimum cumulative GPA requirement at the specific levels of credits.

Undergraduate Students

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>1.50</td>
</tr>
<tr>
<td>13-24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Graduate Students

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 and above</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Additionally, Forensic Science students must maintain an average of 2.50 or higher with all science courses in order to remain in the program of study.

Academic records of students who do not meet the minimum academic standards will be reviewed by the Academic Review Committee each semester.

COMPLETE ACADEMIC PROBATION/DISMISSAL POLICY

Undergraduate Academic Probation

The Academic Review Committee is chaired by the Vice President for Enrollment Management and is composed of the Dean of Students, the Director of SEEK, the Registrar, Director of Academic Advisement, Director of Counseling, and Director of Undergraduate Studies. The records of all undergraduate students who do not meet the minimum academic standards are reviewed each semester by the Academic Review Committee. The Committee's role is to decide whether the student should be academically dismissed from the College, placed on probation and/or be otherwise restricted. Students do not need to have been put on probation before academic dismissal.

Students may be placed on academic probation or dismissed from the college based on two circumstances.

- Academic records with below the minimum grade point average will be reviewed by the Academic Review Committee every fall and spring semester, and the committee will conclude whether the student should be placed on academic probation or academically dismissed from the college.

- Undergraduate students who have taken the same remedial class twice and received a grade of R, WU, FIN, or F are automatically dismissed from the college. There is no consideration for probation or appeal process for this dismissal.

Undergraduate students whose records are reviewed by the Academic Review Committee and allowed to remain at the College are placed on academic probation. Students placed on academic probation are restricted to no more than 12 credits while on probation. Based on the committee's decision upon review of the student record, students can be placed on probation and must adhere to specific academic
requirements and conditions. Students on academic probation must meet with an academic advisor to develop a plan for academic improvement. Other stipulations, including expected grades and tutoring services, will be discussed during their advisement session. Generally, students on academic probation are restricted from taking courses in the summer and winter sessions.

**Undergraduate Academic Dismissal**
The Academic Review Committee makes the decision to academically dismiss a student from the College who is generally in one of two circumstances.

- Students in their first semester at the College who have a combination of F (Fail), WU (Unofficial Withdrawal), INC (Incomplete), FIN (Fail due to Incomplete), and R (Repeat) grades without a passing grade are dismissed.
- Students who have been on academic probation for more than one semester and are not making progress towards a degree or have not met previous stipulations are dismissed.

Students who are registered for a summer or winter session preceding their dismissal may complete the courses as registered. Students who did not register or dropped their registration for the summer or winter session may not re-register for the courses. All courses in the following semester will be removed from the dismissed student’s registration. Students who are academically dismissed from the College may not apply for readmission to the College until one academic year after their dismissal. Students who have less than 30 credits are encouraged to attend a CUNY Community College and earn an Associate Degree before applying for readmission. Undergraduate students who are dismissed because of remedial classes must show proficiency in all three areas of CUNY Assessment Test prior to readmission.

**Graduate Academic Probation**
Graduate students’ records that are not in good academic standing are reviewed by the Dean of Graduate Studies and program director. Students placed on academic probation are restricted to no more than 12 credits while on probation. Based on the Dean of Graduate Studies’ decision upon review of the student record, students can be placed on probation and must adhere to specific academic requirements and conditions. Other stipulations, including expected grades and tutoring services will be determined.

**Graduate Academic Dismissal**
Graduate students’ records that are not in good academic standing are reviewed by the Dean of Graduate Studies. Based on the Dean of Graduate Studies’ decision upon review of the student record, students can be dismissed from the College.

**appeals for dismissal/credit limitation**

Undergraduate students who are academically dismissed from the College and wish to appeal the dismissal decision must do so in writing to the Office of the Vice President for Student Affairs. There is no dismissal appeals process for students who have taken the same remedial class twice and received a grade of R, WU, FIN, or F. Students on probation who wish to appeal credit limitations should be directed to contact the Office of the Registrar. These appeals must be submitted in writing and must contain relevant documentation. Students are provided with the appeal deadline in the notification letter of dismissal or probation.

Graduate students who are academically dismissed from the College and wish to appeal the dismissal decision must do so in writing to the Office of Graduate Studies. Students on probation who wish to appeal credit limitations should also contact the Office of Graduate Studies.
**SUBSEQUENT SEMESTER AFTER ACADEMIC PROBATION**

*Policy*

Undergraduate students will be restricted to take no more than 12 credits the first subsequent semester after earning a cumulative grade point average of 2.00. Summer and winter sessions do not count as “subsequent semester” for this policy. This policy is in place to help students transition gradually into a heavier course load if they wish to do so.