



## The College of New Jersey

Section:	V.3.38
Title:	Probation, Dismissal, and Academic Standing
Effective Date:	August 1, 2011 *
Approved By:	Director of Records and Registration
Responsible Unit:	Enrollment Management, <a href="mailto:recreg@tcnj.edu">recreg@tcnj.edu</a> (609)771-2141
History:	*This policy was in effect for an indeterminate period prior to the listed effective date.
Related Documents:	<a href="http://advisingresources.pages.tcnj.edu/">http://advisingresources.pages.tcnj.edu/</a>

### **I. INTRODUCTION**

This policy is a comprehensive outline that defines a student's academic standing and probationary status, and underlines the college's academic dismissal policy.

### **II. DEFINITIONS**

N/A

### **III. POLICY**

#### **A. Dismissal & Academic Standing**

The College of New Jersey is committed to supporting students on their educational path toward graduation. The following policies and procedures are dedicated to ensuring that our students are aware of their academic status, acknowledge any present academic difficulties and receive the support they need to resolve these difficulties. If, despite appropriate intervention on the part of the College, a student fails to achieve academic success, it is prudent for the College to assist the student to make alternative academic plans in a reasonable period of time.

#### **B. Good Academic Standing**

A student's academic standing at the College is determined by his or her grade point average. The grade point average is based only on courses taken at the College and is

calculated by dividing the student's quality points (the product of the number of credits attempted per course and the weight of the grade earned in each course) by the student's quality hours (the total number of credits a student attempted in letter- graded courses at the 100 level or above).

A student is in good academic standing if he or she achieves the minimum cumulative grade point average noted below for the total of his or her attempted credits

(excluding credits transferred from other institutions and classes graded with W's, P's and NCr's.)

### **TCNJ Retention Standards**

<b>Number Courses Attempted at TCNJ</b>	<b>Minimum Cumulative GPA</b>	<b>Consequence if Fail to Achieve Minimum Cumulative GPA</b>
0 - 4 Courses (0 – 16 credits)	1.75	Academic Warning
4.25 – 8 Courses (17 – 32 credits)	1.75	Academic Probation
8.25 and Above (33 credits and above)	2.0	Academic Probation

#### **C. Academic Warning**

Entering Freshmen and New Transfer students will be placed on Academic Warning by the Office of Records and Registration if their grade point average falls below 1.75 at the end of their first semester at The College of New Jersey. These students will be sent an Academic Warning letter, copied to the Office for Academic Support Programs. The Office of Academic Support Programs will work with the student, the student's academic advisor, and any other appropriate College office or resource to assist the student in developing an Academic Improvement Action Plan. Students placed on Academic Warning status normally will be allowed to take a maximum of 3 full courses in the following semester and will be instructed to adjust their schedule accordingly. Students who fail to either adjust their load or obtain advisor permission to exceed 3 full courses, will have the last registered course on their schedule dropped by the Office of Records and Registration. The student must solicit the approval of the Office of Academic Support Programs to reinstate any course that has been dropped.

Transfer students will be held to the same academic standards as those students who entered the College as first-time, first year students.

#### **D. Academic Probation**

A student will be placed on Academic Probation by the Office of Records and Registration if:

- The student has attempted credits, in letter-graded courses, from more than four to eight courses and has a combined GPA of less than 1.75.

- The student has attempted credits, in letter-graded courses, more than eight courses and has a cumulative GPA of less than 2.0. While on probation, the student is required to meet with their academic advisor to discuss his or her academic performance.

The Office of Records and Registration will send students placed on Academic Probation a letter informing them of their status, copied to their Academic Advisor. The student must work with his or her advisor to develop an action plan for academic improvement. In developing this plan, the student and advisor should call upon the assistance of the Office for Academic Support Programs and any other College office or resource, as appropriate. Students placed on Academic Probation status will be allowed to take a maximum of 3 courses in the following semester and will be instructed to adjust their schedule accordingly. Students who fail to do so or to gain appropriate advisor approval, will have the last course on their schedule dropped by the Office of Records and Registration. The student must solicit the approval of his or her academic advisor to reinstate any course that has been dropped.

#### **E. Academic Dismissal**

If a student is placed on Academic Warning and/or Academic Probation for any two consecutive semesters (or three total semesters) and is not in good academic standing, he or she will be dismissed from the College. It should be noted that students may be dismissed after either the fall or spring semester.

The Office of Records and Registration will send students their dismissal letter upon the posting of grades. Those students receiving an Academic Dismissal letter will be provided with the opportunity to appeal this decision, by following the instructions included in the letter. Every student must appeal his or her academic dismissal in order to be reinstated at the College. (Please note that a student cannot be automatically reinstated solely by taking additional summer courses, thereby achieving the minimum academic standard.) The appeal application and all supporting documents must be submitted by the deadline date prescribed in the Academic Dismissal letter.

Any student who is dismissed may appeal for re-entry for the next full academic semester (fall or spring). Students may, however, choose to attend the May Summer Session as part of their strategy for improving their academic status. Documentation of the dismissal and approval to return will be a part of the academic record.

Students who have been academically dismissed from The College of New Jersey and either not appealed their dismissal or had their appeal denied may not be readmitted to the College until a minimum of two semesters (not including summer session) have elapsed.

#### **Addendum I – Academic Intervention Strategies**

Since The College of New Jersey holds students to a high level of responsibility for addressing their academic performance, the College should provide an equally high level of support for these students. Possible interventions include:

- A letter of Academic Warning, Academic Probation or Academic Dismissal, alerting the student of their academic status;

- Required student response with college guidance which may include:

- Detailed action plans
- Identification of support personnel and programs available to the student including, but not limited to, the Academic Support Programs Office, the Tutoring Centers, Psychological Counseling Services, the Office for Differing Abilities, Mentoring programs, Assistant Deans, and the Director of Student Life
- Registration for no more than 3 courses for that semester; exceptions to this policy will only be permitted with the documented permission of the student's Academic Advisor. Students failing to adjust their schedule accordingly will have their last course deleted by the Office of Records and Registration;
- An expectation that the student will meet bi-weekly with his or her Academic Advisor (or the Assistant Dean of the respective school, in cases where this is deemed appropriate) to review academic performance and progress;
- An expectation that the student be evaluated mid-term, for attendance in class and academic performance, by each of their faculty. This process will be coordinated by the Assistant Dean of the respective school. In cases involving EOF students, the Assistant Dean will work with the student's assigned EOF counselor to solicit this information.

## **Addendum II – Appeals Process**

The academic dismissal appeals process will be coordinated by the Office of Records and Registration. In order to consider information about the wide range of factors that may impact a student's ability to be successful, membership of the committee should include the Assistant Deans of the respective schools, the Vice President for Student Life or designee and the Director of the Academic Support Programs or designee.

This committee will meet at the end of each semester to review all dismissal appeals from students and will be responsible for responding to students in writing within 24 hours of that decision.

The Academic Dismissal Appeals Committee will review the appeal request submitted by the student.

A complete appeal will include the following:

1. TCNJ transcript
2. An articulation of an analysis of the issues that led to dismissal
3. A letter from the Assistant Dean of the student's school, with information on how the student has worked with the staff and faculty of that school to improve their academic performance
4. A detailed action plan for improvement

In special circumstances, the committee may request an interview with the student. The committee should also consider any prior interventions on the part of the College, such as a history of Academic Warning or Probation and the response of the student to these interventions.

**IV. RELATED DOCUMENTS**  
N/A

**V. HISTORY**

Recommended by CAP; approved through governance: 2004