

**University Policy 3.01.04****Academic Standing****Policy Approval Date: May 10, 2010****Policy Effective Date: July 1, 2010****Procedure Approval Date: January 10, 2018****Procedure Effective Date: February 1, 2018****POLICY STATEMENT**

Capella University requires that all learners maintain good academic standing in order to remain enrolled at the university. Academic standing is determined by academic performance and is measured by both the cumulative grade point average (GPA) and program-specific requirements listed in the *University Catalog*. Failure to maintain good academic standing may result in probation, administrative withdrawal, or dismissal. Learners may appeal an administrative withdrawal or dismissal decision pursuant to this policy and its procedures.

**Requirements**

Undergraduate learners are required to maintain a cumulative GPA of 2.0 or higher.

Graduate learners are required to maintain a cumulative GPA of 3.0 or higher.

Cumulative GPA is calculated separately for undergraduate and graduate coursework.

Learners must meet the program-specific requirements listed in the *University Catalog* pursuant to this policy and its procedures.

**RATIONALE**

Capella University requires all learners to maintain good academic standing. This policy outlines the standards and procedures for maintaining and evaluating academic standing.

**DEFINITIONS****Administrative Withdrawal**

Administrative withdrawal is a university-initiated separation of a learner from the university.

**Dean's Designee**

A dean's designee is an individual designated by the dean to act on his or her behalf. The designee must be in a leadership position equivalent to or above a faculty chair (e.g., an associate or assistant dean).

**Dismissal**

Dismissal is a university-initiated permanent separation of a learner from the university and is noted on the learner's academic transcript.

### President's Designee

A president's designee is an individual designated by the university president to act on his or her behalf.

### Program-Specific Requirements

Program-specific requirements refer to the requirements listed in the *University Catalog* that are necessary for the conferral of a degree or certificate.

### Readmission

Readmission is the process by which learners reapply for admission to the university after at least four quarters of academic inactivity or after being placed on an academic status that requires readmission.

### Re-Enrollment

Re-enrollment is the process by which separated learners register for courses without having to complete the readmission process. Learners may register for courses after at least one but fewer than four quarters of academic inactivity unless otherwise prohibited by policy.

## **PROCEDURES**

- I. Academic Standing Requirements for All Learners
  - A. Academic standing requirements consist of one or more of the following major components:
    1. Program-specific requirements
    2. Cumulative grade point average (GPA)
    3. FlexPath requirements
  - B. To maintain good academic standing, learners must meet all of the requirements in each area.
  - C. These requirements are described further in sections II, III, and IV of this policy.
  - D. Non-degree learners who fail four courses will be administratively withdrawn from the university. These learners will not be eligible to return to a non-degree enrollment but may seek admission to a degree program.
  
- II. Program-Specific Requirements for Learners in Credit-Based (GuidedPath) or FlexPath Programs
  - A. Program-specific requirements include professional standards requirements and other requirements unique to individual programs, and are listed in the *University Catalog* and program-specific manual, if applicable.
  - B. Assessing Academic Standing and Program-Specific Requirements
    1. Academic standing is assessed at the end of each academic quarter.
    2. Academic standing is first assessed after the first full quarter of academic activity.
    3. Learners must meet the established criteria for each requirement.
    4. Learners who do not meet the established criteria for each requirement are no longer considered to be in good academic standing and may not be able to continue their program until they successfully complete each requirement.

5. Learners who do not meet the established criteria for each requirement on their first attempt are given a second opportunity to successfully complete the requirements.
  6. Learners who do not meet the established criteria for each requirement after a second attempt may be administratively withdrawn from their program.
  7. Learners receive an email notification when they fail to complete their program-specific requirements on their first attempt. Learners receive an email notification of administrative withdrawal status when they fail to complete their program-specific requirements on their second attempt. However, it is the learner's responsibility to know these standards, and failure to receive the notification does not nullify the learner's academic status.
  8. Learners' current academic status remains on their official record until there is academic activity for evaluation.
  9. Learners return to the university at the same academic status as when they departed.
  10. Doctoral-level learners who have been administratively withdrawn from the university as a result of failing to meet program-specific requirements are not eligible for readmission to that program or for admission to any doctoral program at Capella University.
  11. Learners may appeal an administrative withdrawal decision pursuant to section V of this policy.
- C. Assessing Academic Standing and Professional Standards Requirements
1. Academic standing is assessed on an ongoing basis throughout the course of the learner's program.
  2. Learners must meet the established criteria for their program's professional standards requirements at all times.
- D. Review of Suspected Failure to Meet Program Professional Standards Requirements
1. Learners who are alleged to have failed to meet the established criteria for their program's professional standards requirements are sent notification of the allegation and provided the opportunity to refute or resolve the allegation.
  2. The matter will be referred to an independent review panel. In the event an allegation of failing to meet the established criteria for professional standards requirements also involves an alleged violation of another university policy, the panel will review these allegations as part of the professional standards review.
  3. Following referral of the matter, the panel will convene to issue a decision as soon as practicable.
  4. The panel will provide the opportunity to hear from all involved parties and for each party to state his or her respective case in writing. Upon request, either party will be provided the opportunity to appear before the panel, either in person or via telephone.
  5. The panel will determine the appropriate sanction, which may include a written warning, course withdrawal, course retake, counseling, or administrative withdrawal.
  6. The panel designee will report the panel's decision to the learner as soon as practicable. A record of the panel's decision and sanction will become part of the learner's official academic record.

7. Learners who are determined to have failed to meet established criteria for their program's professional standards requirements are no longer considered to be in good academic standing and may be administratively withdrawn from the university.
8. Learners may appeal an administrative withdrawal decision pursuant to section V of this policy.

### III. Cumulative Grade Point Average (GPA) Requirements for Learners in Credit-Based (GuidedPath) Programs

- A. Undergraduate learners are required to maintain a cumulative GPA of 2.0 or higher. Graduate learners are required to maintain a cumulative GPA of 3.0 or higher.
- B. Grades Impacting Academic Standing  
No Grade ("NG"), Withdrawal ("W"), Incomplete ("I"), In Progress ("IP"), Satisfactory ("S"), and Not Satisfactory ("NS") grades are included in the course completion ratio but do not impact the learner's cumulative GPA.
- C. Repeated Courses  
When a course is repeated, the grade considered for the credit and GPA calculations will be the higher of the two grades earned. Each attempt will be used in evaluating the course completion ratio. Refer to university policies *2.01.02 Maximum Time to Degree Completion*, *2.02.02 Course Registration*, *3.01.05 Financial Aid Satisfactory Academic Progress*, *3.04.07 Grading*, and *3.04.08 Incomplete Grades* for more information.
- D. Graduate-Level Credit and Cumulative GPA
  1. Graduate-level credit completed as part of the requirements for an undergraduate degree program will be included in the learner's undergraduate cumulative GPA.
  2. Graduate-level credit completed as part of the requirements for an undergraduate degree program and subsequently applied to a graduate degree program will not be included in the learner's graduate cumulative GPA.
- E. Measuring Academic Standing for GPA
  1. Academic standing is measured at the end of each academic quarter.
  2. Academic standing is first measured after the first full quarter of academic activity.  
Examples:  
Learners who register for courses during a monthly start are measured at the end of quarter two based on academic activity from their initial start date through the end of quarter two.  
Learners who register for courses at the beginning of a quarter are measured at the end of quarter one based on academic activity from their initial start date through the end of quarter one.
  3. Learners' academic standing is measured only following quarters in which they are registered in one or more credit-based (GuidedPath) courses. Learners' academic standing does not change following a quarter of academic inactivity.
  4. Learners who fail to meet the minimum cumulative GPA requirement for their undergraduate or graduate coursework are placed on probation or dismissal status.
  5. Learners receive an email notification when they have been placed on probation or dismissal status. However, it is the learner's responsibility to know these

standards, and failure to receive the notification does not nullify the academic status.

6. Learners' current academic status remains on their official record until there is academic activity for evaluation.
7. Learners return to the university at the same academic status as when they departed.

F. Probation Due to GPA

1. Criteria/Notification

- a. Learners are placed on probation status when they fail to meet the minimum cumulative GPA requirement for their undergraduate or graduate coursework.
- b. Learners receive an email notification when they have been placed on probation stages one, two, three, four, or five. A record of the notification will become part of the learner's official academic record.
- c. Probation status cannot be appealed.

2. Probation—stages one and two

- a. Learners placed on probation stages one or two will be directed to tools to use in developing a plan for their return to good academic standing and future academic success.
- b. Learners placed on probation stages one or two are encouraged to work with Academic Advising in developing their plan to return to good academic standing and future academic success.

3. Probation—stage three

- a. Learners placed on probation stage three must work with Academic Advising in developing a Learner Support Plan (LSP) for their return to good academic standing and future academic success.
- b. Learners must complete and submit the LSP to Academic Advising.
- c. Learners placed on probation stage three will be required to have an Academic Advising-approved LSP before they are permitted to register for any future courses.
- d. Learners placed on probation stage three will be permitted to complete the courses for the quarter in which they are currently registered.

4. Probation—stages four and five

- a. Learners placed on probation stage four or five must contact Academic Advising to review and/or revise their LSP before they are permitted to register for any future courses.
- b. Learners placed on probation stage four or five will be permitted to complete the courses for the quarter in which they are currently registered.

5. Academic standing and LSP extensions

- a. In some circumstances, learners may be granted an LSP extension beyond probation stage five to return to good academic standing.
- b. LSP extension criteria
  - i. Learners must show quarterly GPA improvement.
  - ii. Learners must meet the following minimum cumulative quarterly GPA standards:
    - 1) 2.0 cumulative quarterly GPA for undergraduate learners
    - 2) 3.0 cumulative quarterly GPA for graduate learners

- c. Learners must meet both criteria to be granted an LSP extension.
  - 6. Reinstatement to good academic standing
    - a. Learners placed on probation status are removed from probation when their GPA meets the requirement for their undergraduate or graduate coursework.
    - b. Learners receive an email notification when they have been removed from probation status.
    - c. A record of the notification will become part of the learner's official academic record.
- G. Dismissal
  - 1. Criteria/Notification
 

Learners are dismissed from the university when they fail to meet the terms of the school-approved Learner Support Plan (LSP) extension after probation stage five. Learners dismissed from the university are ineligible to register for any Capella course (including non-credit courses, residencies, etc.) and are ineligible for readmission to any Capella University program at any time in the future.
  - 2. Dismissal appeal
 

Learners have the option to appeal an administrative withdrawal or dismissal decision pursuant to section V of this policy.

#### IV. FlexPath Academic Standing Requirements

- A. Learners who are enrolled in a FlexPath option are required to successfully complete every competency.
- B. Assessing Academic Standing for FlexPath
  - 1. Academic standing is assessed at the end of each FlexPath course.
  - 2. FlexPath learners must meet the minimum performance level for their career level:
    - a. Undergraduate learners whose performance is below "Basic" on one or more competencies within a course will have failed to meet minimum requirements for good academic standing for that course.
    - b. Graduate learners whose performance is below "Proficient" on one or more competencies within a course will have failed to meet minimum requirements for good academic standing for that course.
  - 3. Learners whose records reflect failure to meet minimum requirements for good academic standing in two courses will be removed from the FlexPath option for their degree program. If the learner is enrolled in concurrent certificate programs, the learner will also be removed from the FlexPath option for those programs.
  - 4. Learners are not allowed to return to the FlexPath option at their degree level once they have been removed for failure to meet minimum FlexPath performance requirements for good academic standing.
  - 5. Learners may appeal their removal from the FlexPath option pursuant to section V of this policy.
- C. Repeating Courses
 

When repeating a course in the FlexPath option, the course in which the learner demonstrates all competencies at a level required for degree conferral will be used to determine completion of FlexPath performance requirements for good academic standing.

1. Each course attempt appears on the transcript.
2. All course attempts are used to evaluate the learner's completion percentage, per university policy *3.01.05 Financial Aid Satisfactory Academic Progress*.

V. Administrative Withdrawal and Dismissal Appeals

- A. Learners must appeal an administrative withdrawal or dismissal decision within seven calendar days of being sent notification of the decision.
- B. Learners must complete and submit the Academic Standing Appeal Form.
- C. Learners must include an explanation of the extenuating circumstances surrounding their administrative withdrawal or dismissal and the impact the circumstances had on their academic progress. The case is determined by the documentation/evidence supplied by the learner.
- D. Learners must indicate their plan for future academic success.
- E. Learners are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.
- F. The president's designee (and a dean's designee in cases involving professional standards requirements) reviews the appeal, makes a determination, and emails the learner to notify him or her of the decision.
- G. The decision of the president's designee or dean's designee is final. Matters that have been reviewed and have received a final decision under this policy are not eligible for further review under another policy.

VI. Recording Academic Standing

Probation, administrative withdrawal, and dismissal are official academic statuses. Dismissal is noted on the learner's official academic transcript.

**POLICY OWNER**

Academic Owner: Chief Academic Officer

Operations Owner: Academic Advising

**RELATED DOCUMENTS**

University policy 2.02.02 Course Registration

University policy 3.01.05 Financial Aid Satisfactory Academic Progress

University policy 3.04.01 Academic Readiness

University policy 3.04.07 Grading

University policy 3.04.08 Incomplete Grades

**REVISION HISTORY**

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Content previously contained in university policy 02.60 Satisfactory Academic Progress