

University Policy 3.01.04

Academic Standing

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POLICY STATEMENT

Capella University requires that all students 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. Students may appeal an administrative withdrawal or dismissal decision pursuant to this policy and its procedures.

Requirements

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

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

Cumulative GPA is calculated separately for undergraduate and graduate coursework.

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

RATIONALE

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

DEFINITIONS

Academic Program

An academic program is any credentialed academic offering and its components, including but not limited to a degree, specialization, concentration, certificate, or delivery model in which a student is enrolled.

Administrative Withdrawal

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

Dean's Designee

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

Dismissal

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

President's Designee

A president's designee is an individual designated by the university president to act on their 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 students 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.

Suspension

Suspension is a university-initiated temporary status during which a student is denied access to the courseroom and prohibited from engaging in university activities until stated conditions have been met.

PROCEDURES

- I. Academic Standing Requirements for All Students
 1. Academic standing requirements consist of one or more of the following major components:
 - a. Program-specific requirements
 - b. Cumulative grade point average (GPA)
 - c. FlexPath requirements
 2. To maintain good academic standing, students must meet all of the requirements in each area.
 3. These requirements are described further in sections II, III, and IV of this policy.
 4. Non-degree students who fail four courses will be administratively withdrawn from the university. These students will not be eligible to return to a non-degree enrollment but may seek admission to a degree program.
 5. Students who have been administratively withdrawn from the university for failure to meet academic standing requirements or who were not meeting academic standing requirements when discontinued from the university are not eligible for further course registration at Capella University as a non-degree student.
- II. Program-Specific Requirements for Students in 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* or program-specific manual, if applicable.

- B. Assessing Academic Standing and Program-Specific Requirements
1. Academic standing is assessed at the end of each academic term.
 2. Academic standing is first assessed after the first full term of academic activity.
 3. Students must meet the established criteria for each requirement.
 4. Students 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. Students 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. Students who do not meet the established criteria for each requirement after a second attempt may be administratively withdrawn from their program.
 7. Students receive an email notification when they fail to complete their program-specific requirements on their first attempt. Students 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 student's responsibility to know these standards, and failure to receive the notification does not nullify the student's academic status.
 8. Students' current academic status remains on their official record until there is academic activity for evaluation.
 9. Students return to the university at the same academic status as when they departed.
 10. Doctoral-level students 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. Students may appeal an administrative withdrawal decision pursuant to section II.E 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 student's program.
 2. Students 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. Students 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. While review of the allegation is pending, the following may be restricted: access to courseroom(s) and course registration or modifications, participation in residencies or internships, and/or access to other Capella activities and resources.
 2. The matter will be referred to the School Designee. 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 School Designee will review. Those allegations will be reviewed together with the professional standards review.
 3. The School Designee will provide the opportunity for all involved parties to state their respective case in writing.

4. The School Designee will issue a decision, which may include a decision on any sanction deemed appropriate by the School Designee, which may include but is not limited to a reflection paper, remedial activity, course withdrawal, course retake, or administrative withdrawal. The School Designee may in their discretion refer the matter for further deliberation by a Faculty Review Panel. A record of the School Designee's decision and sanction will become part of the student's official academic record.
5. The School Designee will report their decision to the student as soon as practicable. A record of the School Designee's decision and sanction will become part of the student's official academic record.
6. If referred to a Faculty Review Panel, the panel will provide the opportunity to hear from all involved parties and for each party to state their respective case in writing. Upon request, either party will be provided the opportunity to conference.
7. The panel will determine the appropriate sanction, which may include but is not limited to a reflection paper, remedial activity, course withdrawal, course retake, or administrative withdrawal.
8. The panel designee will report the panel's decision to the student as soon as practicable. A record of the panel's decision and sanction will become part of the student's official academic record.
9. Students 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.

E. Administrative Withdrawal Appeals

1. Students must appeal an administrative withdrawal decision within seven calendar days of being sent notification of the decision.
2. Students must complete and submit the Academic Standing Appeal Form.
3. Students must include an explanation of the extenuating circumstances surrounding their administrative withdrawal and the impact the circumstances had on their academic progress. The case is determined by the documentation/evidence supplied by the student.
4. Students must indicate their plan for future academic success.
5. Students are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.
6. The president's designee (and a dean's designee in cases involving professional standards requirements) reviews the appeal, makes a determination, and emails the student to notify him or her of the decision.
7. 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.

III. Cumulative Grade Point Average (GPA) Requirements for Students in GuidedPath Programs

- A. Undergraduate students are required to maintain a cumulative GPA of 2.0 or higher. Graduate students 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 student’s cumulative GPA.

C. Repeated Courses

When a student retakes a course, the initial attempt will be removed from the GPA calculation upon completion of the repeated course. The repeat, as well as any subsequent attempts, will all factor into the student’s GPA. 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 student’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 student’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:

Students 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.

Students 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. Students’ academic standing is measured only following quarters in which they are registered in one or more GuidedPath courses. Students’ academic standing does not change following a quarter of academic inactivity.
4. Students who fail to meet the minimum cumulative GPA requirement for their undergraduate or graduate coursework are placed on probation or dismissal status.
5. Students receive an email notification when they have been placed on probation or dismissal status. However, it is the student’s responsibility to know these standards, and failure to receive the notification does not nullify the academic status.
6. Students’ current academic status remains on their official record until there is academic activity for evaluation.
7. Students return to the university at the same academic status as when they departed.

F. Probation Due to GPA

1. Criteria/Notification
 - a. Students are placed on probation status when they fail to meet the minimum cumulative GPA requirement for their undergraduate or graduate coursework.
 - b. Students 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 student’s official academic record.
 - c. Probation status cannot be appealed.

2. Probation—stages one and two
 - a. Students 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. Students 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. Students placed on probation stage three will have future course registrations cancelled and a registration hold placed on their record.
 - b. Students placed on probation stage three must work with Academic Advising in developing a Student Support Plan (SSP) for their return to good academic standing and future academic success.
 - i. Students must complete and submit the SSP to Academic Advising.
 - c. Students placed on probation stage three will be required to have an Academic Advising-approved SSP before they are permitted to register for any future courses.
 4. Academic standing and SSP extensions
 - a. In some circumstances, students may be granted an SSP extension beyond probation stage three to return to good academic standing.
 - b. SSP extension criteria
 - i. Students must show quarterly GPA improvement.
 - ii. Students must meet the following minimum cumulative quarterly GPA standards:
 - 1) 2.0 cumulative quarterly GPA for undergraduate students
 - 2) 3.0 cumulative quarterly GPA for graduate students
 - c. Students must meet both criteria to be granted an SSP extension.
 5. Reinstatement to good academic standing
 - a. Students placed on probation status are removed from probation when their GPA meets the requirement for their undergraduate or graduate coursework.
 - b. Students receive an email notification when they have been removed from probation status.
 - c. A record of the notification will become part of the student's official academic record.
- G. Dismissal
1. Criteria/Notification

Students are dismissed from the university when they fail to meet the terms of the school-approved Student Support Plan (SSP) extension after probation stage three. Students 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

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

H. Dismissal Appeals

1. Students must appeal a dismissal decision within seven calendar days of being sent notification of the decision.
2. Students must complete and submit the Academic Standing Appeal Form.
3. Students must include an explanation of the extenuating circumstances surrounding their dismissal and the impact the circumstances had on their academic progress. Students must also include an explanation of how the described extenuating circumstances are mitigated or resolved. The case is determined by the documentation/evidence supplied by the student.
4. Students must indicate their plan for future academic success.
5. Students are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.
6. The president's designee (and a dean's designee in cases involving professional standards requirements) reviews the appeal, makes a determination, and emails the student to notify him or her of the decision.
7. 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.

IV. FlexPath Academic Standing Requirements

- A. Students who are enrolled in a FlexPath option are required to successfully complete every competency.
- B. Assessing Academic Standing for FlexPath students
 1. Academic Standing is assessed at the end of each billing session.
 2. FlexPath students must meet the minimum performance level for the course level:
 - a. Students whose performance is below "Basic" on one or more competencies in an undergraduate level course will have failed to meet minimum requirements for good academic standing for that course.
 - b. Students whose performance is below "Proficient" on one or more competencies in a graduate level course will have failed to meet minimum requirements for good academic standing for that course.
 3. Students whose records reflect failure to meet minimum requirements for Academic Standing in two or more different courses to date will be placed on academic standing warning.
 4. Students whose records reflect failure to meet minimum requirement for Academic Standing in two or more courses to date for a second consecutive billing session will be ineligible for financial aid and will be administratively withdrawn from the FlexPath option for their degree program. If the student is enrolled in concurrent certificate programs, the student will also be administratively withdrawn from the FlexPath option for those programs.
 5. Students are not allowed to return to the FlexPath option at their degree level once they have been administratively withdrawn for failure to meet minimum FlexPath performance requirements for good academic standing.
- C. Administrative Withdrawal Appeals
 1. FlexPath students must appeal an administrative withdrawal decision within 14 calendar days of being sent notification of the decision.

2. Students must complete and submit the Academic Standing Appeal Form.
3. Students must include an explanation of the extenuating circumstances surrounding their dismissal and the impact the circumstances had on their academic progress. Students must also include an explanation of how the described extenuating circumstances are mitigated or resolved. The case is determined by the documentation/evidence supplied by the student.
4. Students must indicate their plan for future academic success.
5. Students are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.
6. The president's designee (and a dean's designee in cases involving professional standards requirements) reviews the appeal, makes a determination, and emails the student to notify him or her of the decision.
7. 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.

D. Repeating Courses

When repeating a course in the FlexPath option, the course in which the student 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 student's completion percentage, per university policy *3.01.05 Financial Aid Satisfactory Academic Progress*.

V. Recording Academic Standing

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

POLICY OWNER

Academic Owner: Provost

Operations Owner: Academic Advising

RELATED DOCUMENTS

University policy 2.02.02 Course Registration

University policy 2.02.07 Changing Academic Program

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