

## ACADEMIC STANDING COMMITTEE POLICY GUIDELINES

The Committee on Academic Standing is charged with the responsibility for enforcement of the regulations on Satisfactory Academic Standing (AR22). In this regard the committee has the authority to develop guidelines for the administration of these regulations. The following policies and procedures reflect this mandate and the clear understanding that diligent enforcement of the regulations is desired. These policy guidelines will be reviewed annually by the Committee to ensure that they continue to serve the interests of the University Community and that they reflect current University policies and procedures. Reviewed, confirmed, and amended December 2nd, 1998. The 2003-2004 Committee reviewed and updated guidelines on September 24, 2003 and the Faculty Senate Executive Committee approved revisions on May 5, 2017.

**1. Policy Guideline - Academic Suspension can not be appealed.**

Academic Suspension is based on an objective standard being applied to a student's academic record. No subjective judgments or evaluations are a part of the decision to suspend. When the GPA's on the student's Academic Record are accurate and they meet the criteria for Academic Suspension, no grounds exist to challenge the decision to suspend.

**2. Policy Guideline - Academic Suspensions resulting from grading errors will be rescinded.**

Since Academic Suspension is based on GPA, that GPA must accurately reflect the student's academic performance. An Academic Suspension based on GPA' derived from erroneous grades submitted by instructors will be rescinded. All reference to the Academic Suspension will be removed from the student's academic records. Rescissions cannot be effected until the Registrar's Office is in receipt of the appropriate approved "Change of Grade" documents. Students must take the initiative to ensure the accuracy of their grades.

**3. Policy Guideline - Suspended students who desire reinstatement to the University must file a "Request for Reinstatement" form with the Registrar's Office.**

This form initiates the reinstatement process. The information requested is required to complete processing the request. Decisions will not be rendered until all requested information is provided and the form is complete.

**4. Policy Guideline - Suspended students who comply with the reinstatement rules (2 year's absence or 24 credits of transferable college-level work at an accredited college or university, with GPA of 2.5 or better) will be reinstated to the University.**

Upon filing a Request for Reinstatement and verification of compliance with the reinstatement rules, the Registrar's Office may institute the necessary steps to reinstate the student without further reference to this committee. It should be noted that the reinstatement rules permit a student who has attained a transfer GPA less than 2.5 to be reinstated if absent 2 years.

**5. Policy Guideline - A suspended student may be reinstated if the GPA (OSU cumulative or term) increases sufficiently to place the student in an improved Academic Standing (Academic Warning, Academic Probation or Good Standing).**

Students should receive the benefit of subsequent appropriate actions taken which improve their academic record. Grade entry error by the instructor, removal of an incomplete grade, the replacement of a grade by repeating a course, and retroactive changes to records due to approved petitions are all examples of subsequent actions that have the potential to improve a student's academic record. If the improvement of the academic record positively impacts the academic standing of a student, the Office of the Registrar may reinstate said students upon their request, assigning appropriate Academic Standing without further reference to this committee. Subsequent changes in academic standing that are a result of instructor error will be noted on the academic transcript as a rescission. All other subsequent changes that positively impact academic standing will not result in a rescission as the academic suspension was correctly recorded when academic standing was assessed.

**6. Policy Guideline - The number of reinstatements is not limited.**

Suspended students who comply with the Reinstatement Rules are to be reinstated.

**7. Policy Guideline - The Committee on Academic Standing will consider requests for exceptions to the Reinstatement Rules only in those rare situations in which all four of the following conditions are met:**

- a. The poor academic performance was the result of extraordinary circumstances that have been demonstrably corrected or substantially addressed, and should no longer adversely influence the student's academic performance. Documentation of these circumstances should be provided. (i.e., medical records, obituaries or death certificates, etc.)
- b. The Head Advisor of the student's college, or the student's academic advisor, in consultation with the Head Advisor, is willing and able to argue convincingly that the student has a strong probability of completing the degree program to which the student would be reinstated.
- c. In addition to the poor academic performance, there is also evidence in the academic record of an ability to succeed academically and make timely progress toward completion of a degree program.
- d. The student provides a proposed schedule for the next three terms and a detailed plan to foster academic improvement, which have been reviewed and endorsed by the Head Advisor, or academic advisor, in consultation with the Head Advisor

The Committee recognizes that there may be cases which require review and merit exception. Exceptions are imaginable where the term or terms of poor performance are somewhat isolated, and clearly linked to an extraordinary occurrence (such as a health problem) that has been ameliorated, or to unusually challenging circumstances whose impact on the student has been substantially relieved. It must be made clear, however, that exceptions will be granted only rarely. To warrant exception, the academic record should contain evidence that, in the absence of the problem asserted by the student as responsible for the poor performance, the student can succeed; more simply, there should be on record at least one term in which the student performed successfully in courses that contribute to progress toward a degree. Furthermore, the student must present a clear plan of action, endorsed by the Head Advisor, which includes a program of contact with recognized academic support staff. Finally, advocacy, and not mere "approval," by a Head Advisor, or by an academic advisor in consultation with the Head Advisor, is a crucial necessary condition for an exception. Students also may submit evidence of support from other representatives of recognized University support services in addition to, but not in lieu of, letters from departmental and college advisors.

**8. Policy Guideline - Students with Senior Standing who meet all of the following criteria may be granted an exception to the Reinstatement Rules:**

- a) they expect to graduate within the next 3 terms;
- b) they have strong support from their Head Advisor;
- c) they have 1.95-1.99 GPA with one term to graduate; OR 1.90-1.99 GPA with two terms to graduate; OR they have been absent from the University for one year.

These students may be reinstated by the Registrar's Office without reference to this Committee. This is an automatic exception to the reinstatement rules.