

# Undergraduate Suspension Policy - FPPM II. G. and Catalog

## 2019-2020 General Academic Proposal/Policy Cover Sheet

### General Catalog Information

## \*\* Read before you begin\*\*

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

**Topic\*** Undergraduate Suspension Policy - FPPM II. G. and Catalog

- Are you Proposing:\***
- ☐ New academic policy or regulations .
  - ☒ Change academic policy or regulations .
  - ☐ Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

**Policy\***

### FPPM:

#### G. ACADEMIC PROBATION AND SUSPENSION POLICY

Continued enrollment in Longwood is a privilege that is granted a student who is making satisfactory academic progress. A degree-seeking student enrolled in Longwood is in good standing unless placed on academic suspension.

#### A. Undergraduate:

**Academic Probation** Failure to earn a minimum grade-point average of 2.0 will automatically place a student on academic probation during the fall or spring semester that follows. Only course work taken at Longwood University will be calculated into a student's GPA and be considered in the calculation of academic standing. Students are placed on probation based on their cumulative grade point average at the end of the fall or spring semesters. Probation indicates serious academic difficulty and notice is placed on the student's academic record when the cumulative GPA is below 2.000. Students on academic probation may not take more than 15 credits per semester and are encouraged to seek assistance in the Center for Academic Success.

**B. Graduate:**

**ACADEMIC WARNING AND DISMISSAL POLICY** At the end of each semester, the College of Graduate and Professional Studies will review the cumulative grade point average (GPA) of all degree-seeking and professional endorsement graduate students and will identify those students whose cumulative GPA has fallen below 3.0 after a minimum of six graduate credit hours. Students whose cumulative GPA falls below 3.0 will be sent a letter advising them that they have been placed on academic warning and have until the end of the next term (in which they are enrolled in graduate classes at Longwood) to raise their cumulative GPA to a 3.0 or higher. Failure to raise the cumulative GPA to a 3.0 or higher will result in the student's dismissal from the Longwood graduate program. Under extenuating circumstances, appeals for exceptions to this academic policy may be presented to the Graduate Faculty Petitions Committee. Students must contact the College of Graduate and Professional Studies for information and deadlines for submitting an appeal.

Graduate students not admitted to a degree, professional endorsement, or certificate program are expected to meet and maintain the same academic standards as students in those programs.

Upon dismissal, all access to Longwood technology resources is terminated. These systems include Longwood e-mail, portfolios, personal web pages, Canvas, and Smartforce.

**Academic Suspension**

Students will be suspended from Longwood University if:

1. After two consecutive regular semesters (fall and spring are considered regular semesters) on academic probation, the regular semester GPA is below a 2.0; or
2. Their cumulative grade point average falls below 1.0 with 1-44 GPA hours at Longwood; or
3. Their cumulative grade point average falls below 1.7 with 45 or more GPA hours at Longwood.

Students are suspended at the end of the fall or spring semesters. Students suspended at the end of fall semester may not take winter intersession courses. Students suspended after spring semester may not take summer courses.

The first academic suspension means required withdrawal from the institution for the semester (fall or spring) immediately following the semester in which the suspension occurs. A student who has sat out spring semester may apply for re-admission for summer term.

**A second suspension means required withdrawal from the institution for a minimum of five calendar years. Notice of suspension is placed on the student's academic record.**

Under extenuating circumstances, appeals for readmission or other exceptions to academic policies may be presented to the Faculty Petitions Committee. Students must contact the Office of the Registrar for information and deadlines for submitting an appeal.

### **Readmission after Suspension**

Suspended students may apply for readmission to Longwood for the semester following completion of the suspension period. The student must apply at least 21 calendar days prior to the first day of courses of the intended re-entry term to the Admissions Office, which will direct the application to the relevant dean(s), who will review the student's record and citizenship at Longwood as well as courses taken elsewhere. Readmission to the University is not automatic, even if the student has raised his/her cumulative grade point average.

A student readmitted after suspension must sign a contract agreeing to participate in a remediation program for the first semester after returning to the University. Failure to abide by the terms of the contract will result in immediate suspension. Additionally, a student readmitted after suspension must satisfy the following conditions until the student's cumulative grade point average is a minimum of 2.0:

1. Enroll under the status of academic probation,
2. Maintain a minimum semester grade point average of 2.0 in each semester (spring and summer are not combined and a student can be re-suspended at the end of a spring semester), and
3. May not enroll in more than 15 credits.

If a student fails to achieve the minimum grade point average of 2.0 in any semester before achieving a cumulative grade point average of at least 2.0, the student will receive a second suspension.

## **Undergraduate Catalog:**

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Students suspended after spring semester may not take summer courses.

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A second suspension means required withdrawal from the institution for a minimum of five calendar years. Notice of suspension is placed on the student's academic record.

Under extenuating circumstances, appeals for readmission or other exceptions to academic policies may be presented to the Faculty Petitions Committee. Students must contact the Office of the Registrar for information and deadlines for submitting an appeal.

For information on Petition deadlines see

<http://www.longwood.edu/registrar/42316.htm>

Additional information can be found at

[http://www.longwood.edu/assets/registrar/Making\\_the\\_Grade.pdf](http://www.longwood.edu/assets/registrar/Making_the_Grade.pdf).

## Petition of Academic Suspension

If a student's academic suspension is due to circumstances that were beyond his/her control and those circumstances will change, the student may file an appeal.

A student petition should include some or all of the following:

1. Explanation of the extenuating circumstances that resulted in the academic suspension.
2. Documentation of those circumstances.
3. Plans for achieving academic success, such as a study plan, academic support measures, reducing non-academic commitments.
4. Supporting documents from faculty or advisors.

The date for petition submission will be included in correspondence the student receives regarding his/her suspension. Appeals will be reviewed by the Petitions Committee for approval or disapproval.

## Readmission after Suspension

Suspended students may apply for readmission to Longwood for the semester following completion of the suspension period. The student must apply at least 60 days before enrollment to the Admissions Office, which will direct the application to the relevant dean(s), who will review the student's record and citizenship at Longwood as well as courses taken elsewhere. Readmission to the institution is not automatic, even if the student has raised his/her cumulative grade point average.

A student readmitted after suspension must satisfy the following conditions until the student's cumulative grade point average is a minimum of 2.000:

- 1. Enroll under the status of academic probation,
- 2. Maintain a minimum semester grade point average of 2.000 in each semester, and
- 3. May not enroll in more than 15 credits.

If a student fails to achieve the minimum grade point average of 2.000 in any semester before achieving a cumulative grade point average of at least 2.0, the student will receive a second suspension.

Hierarchy Owner\*

Longwood University

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal\*

In 2018, a collaborative effort among Academic Affairs, Student Success, and Financial Aid examined the suspension policy to look for coherence with other institutional initiatives and other state institutions' policies.

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy\*

- Change suspension below 1.0 cumulative GPA with 1-23 GPA hours to 1-44 GPA hours.
- Change suspension from “below 1.5 cumulative GPA with 24 or more GPA hours” to “below 1.7 cumulative GPA with 45 or more GPA hours.”
- Revise the third suspension criterion to reflect term GPA instead of cumulative GPA.
- Removing duplicate language for suspension in the probation section in the FPPM.
- Removing language about applicants going to the Admissions Committee, which has not been accurate for some time.

RATIONALE

Provide a brief statement as to why the new policy, the proposed

- 1. The institution is financially encouraging students to enroll in at least 30 credits per academic year. Changing the initial cut-off for

**changes, or the  
deletion is  
needed\***

suspension to 44 credits makes these two policies consistent and allows students two semesters to retake courses contributing to their low cumulative GPA.

2. In analysis of other state institution's suspension policy, a 1.5 cumulative GPA cut-off for suspension for later students was low. The increased cut-off of a 1.7 cumulative GPA puts Longwood more in line with other state institutions and helps to ensure further progress toward graduation.
3. The third condition for suspension now mirrors the focus on semester GPA that is part of readmission after suspension and further promotes satisfactory progress every semester that a student has been on continued probation.