

Longwood University
GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET

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

If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.

PREPARER: (Originator, Department, or Committee that authored or sponsored this proposal)
 EPC

TOPIC: Probation and Suspension policy

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): There is ambiguity in the undergraduate probation and suspension policy. This proposal hopes to clear that up. In addition there are two probation and suspension policies that could reasonably apply to graduate students. This proposal also hopes to clear that up.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):
 The changes in the undergraduate policy involve making the language of the policy clear.

In addition, the new undergraduate policy will be labelled as such in II.G in the FPPM. After that the graduate policy labelled as such will be placed in II.G in the FPPM

Specific catalog and FPPM copy is attached.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

We need the undergraduate policy to be clear enough so that parents and students can understand it.

The undergraduate policy is in the FPPM and is not labelled as undergraduate. It could be argued that this policy applies to all students at Longwood thus contradicting the policy in the graduate catalog. Including undergraduate and graduate policies in the FPPM, clearly labelled, seems the best way to fix this.

**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET
SIGNATURE PAGE**

- 1. Educational Policy Committee _____
- 2. Faculty Senate _____
- 3. *VPAA _____
- 4. *BOV/SCHEV - VPAA will submit materials for approval
- 5. Date received by Registrar _____

*Substantive change (see definition and consult EPC chair prior to submitting materials)

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

**February 1st to the College Curriculum Committee
March 1st to the Educational Policy Committee (EPC)**

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

Revised June 2012

Undergraduate Catalog:

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 ~~and~~ or spring semesters. Probation indicates serious academic difficulty and notice is placed on the student's academic record when the cumulative ~~gpa~~ 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.

Students will be suspended from Longwood University if:

1. ~~They remain on academic probation for two consecutive regular semesters~~ Their cumulative grade point average remains below 2.0 after two consecutive regular probationary semesters (fall and spring are considered regular semesters); or
2. Their cumulative grade point average falls below 1.000 with 1-23 GPA hours at Longwood; or
3. Their cumulative grade point average falls below 1.500 with 24 or more GPA hours at Longwood.

Students are suspended at the end of the fall and 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 was suspended for 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.

FPPM:

II.G

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 ~~and-or~~ spring semesters. Probation indicates serious academic difficulty and notice is placed on the student's academic record when the cumulative ~~gpa~~-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.

Students will be suspended from Longwood University if:

1. ~~They remain on academic probation for two consecutive regular semesters~~ Their cumulative grade point average remains below 2.0 after two consecutive regular probationary semesters (fall and spring are considered regular semesters); or
2. Their cumulative grade point average falls below 1.000 with 1-23 GPA hours at Longwood; or
3. Their cumulative grade point average falls below 1.500 with 24 or more GPA hours at Longwood.

Students are suspended at the end of the fall and 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 was suspended for 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.

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.