

**OFFICIAL POLICY**

<b>Subject/Title:</b> Undergraduate Academic Progress & Standing
<b>Policy Number:</b> FPU-5.0074AP
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Technical Revision Only <input type="checkbox"/> Emergency Policy
<b>Date First Adopted:</b> March 26, 2015
<b>Date Revised:</b> December 6, 2021
<b>Responsible Division or Department:</b>
<b>Initiating Authority:</b> Provost & Executive Vice President of Academic Affairs

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all undergraduate students who are taking or have taken coursework at the University, effective Fall 2021.

**Note:** Students should also consider the impact of FPU-5.00742AP Satisfactory academic progress, this policy focuses on impacts of satisfactory academic progress on financial aid. In addition, students should be aware of FPU 5.013AP Undergraduate Withdrawals which lists the limits on student course failures and withdrawals

**B. DEFINITIONS:**

- a. "Cumulative GPA" means overall Grade Point Average of courses taken at Florida Polytechnic University. This does not include grades of courses transferred into the University.
- b. "Semester GPA" means the Grade Point Average for courses taken at Florida Polytechnic University for a given semester.
- c. "Student" includes undergraduate degree and non-degree seeking individuals.
- d. Satisfactory Academic Progress: requires a specified course completion rate, semester GPA, Cumulative GPA, and progress toward degree as determined by either an Academic Review Board or Readmission Committee. Federal regulations governing financial aid require a student to make Satisfactory Academic Progress (SAP). To maintain SAP, students must keep a 2.0 cumulative GPA each term; complete (pass) 67% of all courses attempted; and earn their degree within the maximum timeframe allowable by Federal Regulation (6 years undergraduate; 3 years graduate or associate). In order to earn their degree within the defined guidelines, students must make progress toward their degree goal and they must repeat foundational courses for which they did not receive credit in an immediately subsequent semester.
- e. Academic Standing: refers to a student's position with respect to meeting minimum academic standards for each academic term. Minimum standards are 2.0 cumulative and semester GPA and adequate progress toward the degree. Student's academic standing includes being "in good standing," "on probation," and "suspended."
- f. Academic Review Board: recommends corrective measures for students identified as at-risk that must be taken in order to become successful. In rare instances, the ARB may ask a student to not return in the following semester, upon approval by the Provost. The Provost's decisions are not appealable. The ARB includes one Vice Provost or Department Chair and two faculty at-large members. The Vice Provost or Department Chair will chair the ARB. The ARB may impose certain restrictions on at-risk students related to registration, academic requirements, and academic support services. The academic review board has the authority to define the courses that a student must take to remain in good academic standing.

- g. Readmissions Committee: reviews cases where students are applying for readmission to the University after a period of absence due to suspension. In addition, the readmissions committee considers cases where students may be suspended due to poor academic performance such as failure to progress in their degree program or accumulating too many withdrawals as defined by policy. The committee consists of a Registrar's Office representative, two Vice Provosts, and one Academic Department Chair. Appointments to the committee are made by the Provost or his/her designee.

## **C. POLICY STATEMENT:**

### **1. Satisfactory Progress**

All students must demonstrate satisfactory academic progress for retention and continued enrollment at Florida Polytechnic University. Satisfactory academic progress includes, but is not limited to, successful completion of program requirements and positive continuous progression towards degree completion. The University reserves the right to not retain students who do not demonstrate satisfactory academic progress.

Any student who by the University's assessment is not making sufficient academic progress may be required to meet with an Academic Review Board. Failure to meet with an ARB may result in registration holds or other negative consequences up to and including suspension from the University.

Satisfactory academic progress is not annotated on a student transcript. However, students that:

- fail to meet the completion ratio of 67% in a semester, or
- fail to attempt and complete courses that are needed in their degree program in a manner consistent with the advice given,

may be placed on probation at the discretion of the university. In addition, students that fail to meet the completion ratio of 67% for a second semester in their cumulative time at Florida Polytechnic university will be placed on probation.

In addition, a student that

- fails or withdraws from an individual course three times must meet with the Readmissions Committee (FPU-5.0103AP) to determine if they are placed on probation or suspension.
- fails or withdraws from any five courses must meet with the Readmission committee (FPU-5.0103AP) to determine if they are placed on probation or suspension.

### **2. Academic Standing**

Academic standing is based upon the end of semester GPA, both semester based and cumulative, for the fall and spring semester. Students must maintain both a cumulative and semester-based GPA that is greater than 2.0. Academic standing is included in a student's academic record and on transcripts

Grade changes will result in a recalculation of the GPA and a review of the current semester's academic standing. This includes a change of incomplete and non-reported grades. A change to academic standing will only occur for the current term and one semester prior to the current term.

Students on probation may enroll in summer courses to improve their GPA and their academic progress. Students entering the summer term on probation remain on probation for the subsequent term regardless of summer performance even if their cumulative GPA rises to 2.0 or better. Students on probation for two cumulative semesters will be suspended unless their

semester GPA continues positively toward raising their cumulative GPA. In these cases, the student will be required to meet with the ARB for review.

A student on probation or suspension may not run for or hold any institutional office or committee leadership position. A student who is placed on probation or suspension while holding a position involving significant responsibility and/or commitment may be required to resign after consultation with the Vice Provost of Student Affairs, or designee. In addition, a student on academic probation may not hold a leadership position in a student club.

A student on academic suspension will not be allowed to participate in a commencement ceremony or in any university-sponsored clubs, organizations, meetings, or activities.

### **3. Academic Probation**

A student at Florida Polytechnic University shall be placed on academic probation if his/her fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0. The student will not be allowed to register in more than 12.0 hours without the approval of an advisor in any subsequent semester until reinstated to good standing. Students may also be subject to other registration restrictions including requirements to register for and complete a minimum number of credit hours per term.

Students on probation are required to enroll in a 0-credit academic support course. Students may be required to complete this course or other courses in this category until the student is no longer on probation.

A student on academic probation shall be removed from that standing and placed on good standing at the end of the first subsequent fall or spring semester in which the student achieves a semester and cumulative GPA equal to or greater than 2.0. Students that remain on probation for two subsequent semesters are automatically suspended unless they meet the conditions for an ARB review (see §2, ¶ 3).

In some circumstances, a student on probation may be required to meet with an Academic Review Board. In these cases, the ARB may put stipulations on the student's registration and impose certain conditions in the interest of supporting the student's progression potential. The ARB, however, will not stop a student on probation from registering on the basis of their probationary status. If a student does not follow the requirements set by the ARB, and if they remain on probation, they will be suspended at the end of the following term with no ability to appeal.

### **4. Academic Suspension**

A student on academic probation who withdraws from all courses in the immediate subsequent semester shall be placed on academic suspension. Mitigating withdrawals will be considered on an individual basis.

A student on academic probation shall be academically suspended from the University when the student's semester and/or cumulative GPA are less than a 2.0.

### **5. Readmission**

A student who is academically suspended from the University for the first time is not eligible to enroll for at least one fall or spring semester. A student who is academically suspended for the second time is not eligible to enroll for at least one year. A third academic suspension is considered terminal and cannot be appealed. The student may not reapply to Florida Polytechnic University.

#### **a) The Readmissions Committee**

A student suspended a first or second time by this rule must apply to the Registrar's Office where the student's case will be heard by a Readmissions Committee (FPU-

5.0074AP/FPU-2.0013AP). The Readmissions Committee evaluates students' circumstances on case-by-case bases and considers, chiefly, the student's potential for academic success. Any student required to meet with the Readmissions Committee is subject to stipulations imposed by that Committee. Similarly, any student who gains readmission is readmitted on probation and is subject to stipulations in effect as a condition of readmission. Stipulations or conditions imposed by the Committee may differ from other minimum academic standards and must be in the interest of supporting the student's effort to achieve positive academic progress.

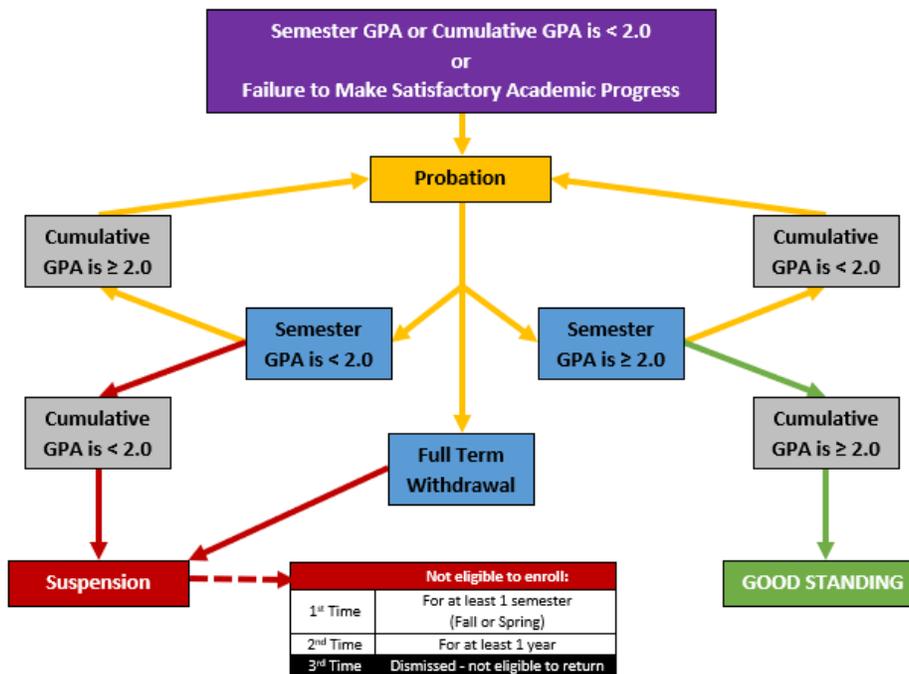
Readmission is not guaranteed, and the Readmissions Committee's decision is final.

### 6. Non-degree Seeking & Entry-Level Certificate Students

Students who enter the University as entry-level, non-degree seeking students (even if they later become degree-seeking students) are required to earn a C or better in any class that is part of the certificate program. Students must retake the certificate class. If a student fails a pre-requisite certificate course, he or she may be dismissed from the University. A student's cumulative coursework at the university must meet the good-standing standard in order to formally transition to degree-seeking status.

### 7. Registration for Students in Academic Jeopardy

Any student whose academic performance falls under the terms of this policy or deemed to be in academic jeopardy will have their registration set by the University Registrar. The student's registration schedule is not subject to change unless the University Registrar grants an exception.



POLICY APPROVAL

Policy No.: FPU-5.0740AP

\_\_\_\_\_  
Initiating Authority Date \_\_\_\_\_

\_\_\_\_\_  
Policies Committee Chair Date \_\_\_\_\_

\_\_\_\_\_  
President/Designee Date \_\_\_\_\_

Approved by Florida Polytechnic University BOT, if required Date \_\_\_\_\_

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE  
OFFICE OF THE GENERAL COUNSEL**