

# ACADEMIC STANDING POLICY

## Academic Standing Policy

### Objective and Purpose

Drake University is responsible for monitoring and notifying students who are not making satisfactory progress toward degree completion. This policy defines academic progress, as indicated on the student record, and how academic progress affects a student's academic standing at the university.

### Academic Standing Policy

Drake University's academic standing policy is grounded in the philosophy that students enrolled at the University should:

1. maintain a level of grade performance that demonstrates they can reasonably expect to attain the 2.00 cumulative grade point average (G.P.A.) required for graduation;
2. progress at a rate that permits graduation within five years of full-time enrollment.

This policy applies to all students pursuing a baccalaureate degree or undergraduate certificate. All other academic programs should refer to the academic standing policy outlined in their program handbooks.

### Procedure

The Office of the Registrar will review academic progress standards at the end of each fall and spring semester. Evaluation of academic progress is based on all coursework completed at Drake University during the respective semester regardless of the level of the course. If a student receives a grade change after academic standing determinations have been made, the student can petition to have their academic standing re-evaluated through the midpoint of the following fall or spring semester.

It is the University's practice to email academic standing notifications to the student's official Drake University email address within 10 business days of the semester's final grade submission due date.

### Academic Progress Standards

Students must meet both academic progress standards to be considered in good academic standing with the university.

#### Standard 1: Cumulative GPA

Students must maintain a 2.00 cumulative grade point average (GPA).

Only coursework taken at Drake University is included in the cumulative GPA calculation.

#### Standard 2: Earned Credit Hours Progression

Students must maintain a two-thirds (67%) ratio of earned cumulative credit hours to attempted cumulative credit hours. Earned credit hour progression is calculated by dividing the total number of earned credit hours by the total number of attempted credit hours. Only coursework taken at Drake University is included in the credit hour progression calculation. Courses with the mark of "W" (Drop with W), "WU" (Unauthorized Withdrawal), "I" (Incomplete) or "NR" (Not Reported) are not considered earned credits and may impact a student's earned credit hour progression if unresolved before academic standing is reviewed.

### Academic Standing Designations

#### Good Academic Standing

A student who satisfies both academic progress standards is in good academic standing. A notation of "Good Academic Standing" will be recorded on the student's transcript for the respective semester of evaluation.

#### Academic Notice

First Academic Notice: A student who does not satisfy one or both academic progress standards at the end of the fall or spring semester will be placed on first academic notice. A notation of "First Academic Notice" will be recorded on the student's transcript for the respective term of evaluation. To return to good academic standing, the student must satisfy both academic progress standards by the end of the following fall or spring semester.

Second Academic Notice: A student who does not satisfy one or both academic progress standards for two consecutive fall or spring semesters will be placed on second academic notice. A notation of "Second Academic Notice" will be recorded on the student's transcript for the respective term of evaluation. To return to good academic standing, the student must satisfy both academic progress standards by the end of the following fall or spring semester.

Continued Academic Notice: A student who re-enrolls following an academic suspension or dismissal will be placed on continued academic notice and must earn a minimum term GPA of 2.30 (C+), earn two-thirds of their term attempted credit hours, to continue enrollment in the next fall or spring semester. Students will have two semesters of the modified academic progress standards to return to Good Academic Standing. A student who does not meet the modified academic progress standards or return to Good Academic Standing after two semesters will be subject to the academic suspension and dismissal process.

#### Academic Suspension

First Academic Suspension: A student who does not satisfy one or both academic progress standards for three consecutive semesters will be suspended from the University for one fall or spring semester following the suspension. A notation of "Academic Suspension" will be recorded on the student's transcript for the respective semester of evaluation. Students may appeal their academic suspension by following the appeal process outlined below.

Final Academic Suspension: A student who has returned from first academic suspension and does not satisfy all conditions for continued academic notice or return to good academic standing in the timeframe outlined will be suspended from the University for two semesters. A notation of "Academic Suspension" will be recorded on the student's transcript for the respective semester of evaluation. Students may appeal their academic suspension by following the appeal process outlined below.

#### Academic Dismissal

A student will be dismissed from Drake University if they are granted re-enrollment after reaching a Final Academic Suspension status and fail to meet the requirements to remain on Academic Notice or achieve Good Standing. A notation of "Academic Dismissal" will be recorded on the student's transcript for the respective semester of evaluation. Students may appeal their academic dismissal by following the appeal process outlined below.

### Academic Standing Appeals

#### Appeal Process for Academic Suspension or Dismissal

A student may appeal their suspension by submitting the Academic Suspension or Dismissal Appeal Request form and supporting documentation. Students must submit the form within five business days of the academic suspension notification. No appeals will be reviewed following the deadline.

All appeals will be reviewed by the Committee on Academic Standing.

A student who successfully appeals will be granted re-enrollment for the upcoming term subject to the terms and conditions specified by the Committee on Academic Standing. A notation of "Academic Suspension Appeal" will appear on the student's transcript for the respective semester of evaluation.

#### **Re-enrollment after Academic Suspension**

A student who has been suspended from the University may re-enroll after the required time away and must complete the Re-enrollment Request Form to initiate the re-enrollment process. A student who re-enrolls after suspension is in Continued Academic Notice status and must meet the criteria outlined above.

#### **Re-enrollment after Academic Dismissal**

An academically-dismissed student may reapply for re-admission to Drake University only after a three-year period has elapsed. The student should follow the transfer admission process outlined here (<https://www.drake.edu/admission/transferstudents/>). A student who re-enrolls after suspension is in Continued Academic Notice status and must meet the criteria outlined above.

### **Committee on Academic Standing**

The Committee on Academic Standing is responsible for reviewing student academic suspension and dismissal appeals following the academic standing review period at the end of each fall and spring term.

The committee is comprised of the following:

- The Associate or Assistant Dean from each of the Colleges and Schools
- Dean of Students or their designee
- A representative from the Financial Aid Office
- Registrar, ex-officio
- Associate Provost for Academic Excellence and Student Success, ex-officio

### **Appeal Review Process**

1. The committee will review and assess all appeals and supporting documentation.
2. Following the appeal deadline, the committee will meet to discuss and determine the status of the appeals.
3. Appeal decisions will be communicated to the student by the Office of the Registrar.
4. For granted appeals, conditions for re-enrollment will be uploaded to the student's Starfish profile.

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## **Academic Notice and Intercollegiate and Major Leadership Activities**

Any student must have a cumulative grade point average (G.P.A.) of 2.00 or better in order to represent the University in intercollegiate or major

leadership activities. Consequently, a student on academic notice may not represent the University in such activities. This includes but is not limited to intercollegiate athletics and mock trial competition, non-credit fine arts performances, elected student government positions, residence life positions and student ambassador or peer mentor positions.

Once a student is removed from academic notice, they may again represent the University in intercollegiate and major leadership activities. Student organizations within the University are encouraged to adopt a similar policy for persons in or aspiring to leadership positions in such organizations.

Any student who is on academic notice or is having academic difficulties that might lead to academic notice is encouraged to contact their Advising Specialist, College/School Associate or Assistant Dean, and/or the Associate Provost for Academic Excellence and Student Success, who will assist the student in obtaining additional academic support services.