

## **ACADEMIC PROBATION, DISMISSAL AND REINSTATEMENT FOR UNDERGRADUATE STUDENTS**

Academic probation, dismissal and reinstatement are employed to support a student's ability to earn the degree awarded in the program of study the student is pursuing. As such, probation is only applied to a student who is in danger of failing to meet the academic grading requirements set forth for the student's program of study.

The use of the term "dean" in this document refers to the dean of the college or school within which the student's degree program is located and refers to the dean or the person designated by the dean to act on his or her behalf with respect to the matters governed by this document.

### **I. Determination of Academic Probation**

A student **shall** be placed on academic probation when:

- a. the student's (including students in their first term) cumulative grade point average is less than that required to graduate in the major;
- b. the student's major grade point average, with 15 or more credits attempted in the major, is less than that required to graduate in the major;
- c. the student's cum or major GPA is less than required by major for progression in that program;
- d. the student does not meet the conditions of probation previously set forth in a prior term; or
- e. the student receives below a C- grade in an ELCB course.

### **II. Determination of Dismissal**

A student **may** be dismissed from a school/college:

- a. upon a third consecutive or non-consecutive quarter in which the student meets the probation criteria noted above; or
- b. when a student fails to meet the progression requirements for the program of study, including denial of departmental candidacy.

### **III. Probation Process**

A. The dean notifies students of their probation status no later than 5 business days after term grades have been posted. Notification is sent via email, using the student's SU email address, and in a letter addressed to the official mailing address of record. In summer, the posting of intercession grades is the term grade posting date used for probation decisions. Notification to students must include:

1. conditions of probation,

2. consequences of not meeting probation conditions,
  3. reference to dismissal policy; and
  4. resources available to the student for academic success.
- B. The dean forwards a copy of the probation letter to the Office of the Registrar and this becomes part of the official academic record.
- C. The Office of the Registrar notates probation status within the student information system, but does not notate this information on the official student transcript.

#### **IV. Dismissal Process**

- A. The dean makes a determination of dismissal and notifies the student no later than 5 business days after term grades have been posted. Notification is sent via email, using the student's SU email address, and in a letter addressed to the official mailing address of record. Notification to students must include at least the:
1. deadline for appeal, which shall be no later than the last day to add/drop for the following quarter, except in spring when it is no later than the last day to add/drop for fall quarter;
  2. appeal process, including how to seek reinstatement to another college/school; and
  3. recommendations for what to include in an appeal.
- B. The dean shall notify the Office of the Registrar of formal dismissal after the appeal deadline has **passed**. The Office of the Registrar shall:
1. drop the student from all current and future registered classes;
  2. withdraw the student from the institution;
  3. add the dismissal notation to the student's academic record, which appears on the transcript;  
And
  4. notify any relevant departments of the dismissal, which may include, but is not limited to:
    - Assistant Vice President for Student Development,
    - Director of Retention,
    - Student Financial Services,
    - Campus Housing,
    - Athletics, and/or
    - International Student Center.

#### **V. Dismissal Appeal Procedures**

- A. An appeal must be made in writing and be received by the dean on or before the deadline stated in the dismissal letter.

1. The dean determines the timeline and the procedures to be followed for the appeal and notifies the student via email using the student's university email address.
  2. The dean has the final decision regarding the appeal. There is no appeal of the decision of the dean.
- B. As a part of the appeal process, the dean determines whether the students shall be allowed to register for or attend classes or continue any activities reserved for students in good standing.
- C. The dean notifies the student of the outcome of the appeal via email using the student's university email address and in a letter addressed to mailing address on record.

## **VI. Reinstatement Procedures**

- A. Students who appeal their dismissal and are granted reinstatement, or who seek and are granted reinstatement into another school/college, shall be notified by the dean of the admitting school/college via email using the Seattle University email address and in a letter addressed to mailing address on record.
1. The notification shall include any conditions of reinstatement.
  2. Reinstatement is only available in the term directly following the dismissal. One exception is for a spring quarter dismissal. In this term, a student may be reinstated in fall quarter.
  3. The dean shall notify the Office of the Registrar and will include a change of major form when applicable.
  4. The Office of the Registrar shall add a reinstatement notation to the student's academic record, which appears on the student transcript.
- B. Any student wishing to continue at Seattle University, but who did not seek or was not granted immediate reinstatement, must apply for readmission to Seattle University through the Office of the Registrar. Readmission is granted at the discretion of the college/school to which the student applies.

### **Related Policies:**

[Performance Criteria for UG Science and Engineering \(81-4\)](#)

[Performance Criteria for UG Albers School of Business & Economics \(81-2\)](#)

[Performance Criteria for UG College of Arts & Sciences\(87-1\)](#)

[Performance Criteria for UG Nursing \(75-3\)](#)

[Readmission Requirements \(76-10\)](#)

[Performance Criteria for NCS \(2015-3\)](#)

Updated:  
09/23/14  
10/25/16