

# Academic Progress—Undergraduate

Students are expected to maintain satisfactory academic progress and move efficiently through the program by passing all courses and assessments, and maintaining a minimum cumulative grade point average (GPA) of 1.75 at the end of the first semester and a 2.0 for all subsequent semesters. Student grades may be reviewed at any time. Students will not be considered making satisfactory academic progress if they:

- Have a cumulative GPA below 1.75 at the end of the first semester of the degree program or the first nine weeks of a certificate program, or
- Have a cumulative GPA below 2.0 for any subsequent semester.

Students not making satisfactory academic progress will be placed on academic probation or dismissed from the CIA.

## Academic Probation and Dismissal

Academic probation provides students with an opportunity to improve their academic standing while still enrolled in the program. Students who do not attain a 1.75 cumulative grade point average (GPA) at the end of the first semester (or in the first nine weeks of the certificate program) or do not attain a 2.0 cumulative GPA in subsequent semesters are placed on academic probation. Academic probation will be communicated in writing by the dean of academic engagement and administration. Students on academic probation must meet with a member of the Learning Strategies Center/Library Learning Commons to address study skill issues and to sign the required Academic Contract. The contract will specify the academic support activities best suited for the student's success. Students at the Singapore campus must meet with the managing director. While on academic probation, students will have their GPA audited throughout the semester.

Academic dismissal will be rendered if a student has been on academic probation during the last semester completed and is unable to achieve a cumulative GPA of 2.0 by the end of the current semester.

Academic Probation and Academic Dismissal will be recorded on the student's transcript. The college's Withdrawal Refund Policy will apply.

## Appeal

A student who wishes to appeal an academic dismissal may do so as follows:

- Meet with the student's academic advisor to discuss the concerns.
- Submit the Academic Dismissal Appeal form and supporting documentation within two weeks from the date the dismissal letter was issued.
- Prepare to meet with the Dean for Academic Engagement and Administration, who will discuss next steps.
- If the appeal is granted, the student may register for the next semester.
- If the appeal is denied, the student may request reinstatement after one year. The student must submit the readmission form to the Office of Career and Academic Advising a minimum of 60 days prior to a reentry date.
- Reentry dates will be based on space availability in the class or semester in which the student wants to return.

## Academic Standards Committee

The Academic Standards Committee may meet with students who are being reviewed for violations of academic honesty or academic standing.

If a student fails to appear before the Academic Standards Committee, no other appeal is allowed. The decision of the Academic Standards Committee is final.