

Section:	V.3.38	
Title:	Probation, Dismissal, and Academic Standing	
Effective Date:	April 14, 2015	
Approved By:	Vice President for Enrollment Management	
Responsible Unit:	Enrollment Management (609) 771-2141; recreg@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • Advising Resources 	
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2.0	April 14, 2015	Revised
1.0	2004	New Policy; Initial release

I. INTRODUCTION

This policy is a comprehensive outline that defines a student’s academic standing and probationary status, and underlines the College’s academic dismissal policy.

II. DEFINITIONS

N/A

III. POLICY

A. Dismissal & Academic Standing

The College of New Jersey is committed to supporting students on their educational path toward graduation. The following policies and procedures are dedicated to ensuring that our students are aware of their academic status, acknowledge any present academic difficulties, and receive the support they need to resolve these difficulties. If, despite appropriate intervention on the part of the College, a student fails to achieve academic success, it is prudent for the College to assist the student to make alternative academic plans in a reasonable period of time.

A student’s academic standing at the College is determined by his or her cumulative grade point average. The grade point average is based only on courses taken at the College and is calculated by dividing the student’s total grade points (the product of the number of credits attempted and the weight of the grade earned in each course) by the number of course units a student attempted in letter graded courses at the 100 level or above. This excludes credits transferred from other institutions and classes graded with W, P, U, CR, CD or ND.

TCNJ Retention Standards

Number of Courses Attempted at TCNJ	Cumulative GPA	Academic Standing
More than zero	2.0 or Higher	Good
Up to 8 Course Units	1.75 to below 2.0	Intervention
Up to 8 Course Units	Below 1.75	Probation
Above 8 Course Units	Below 2.0	Probation

B. Good Academic Standing

A student is in good academic standing if he or she achieves the minimum cumulative grade point average noted above for the total of his or her attempted units.

C. Academic Intervention Standing

All entering undergraduate (freshmen and transfer) students, who have attempted 8 course units or fewer at The College of New Jersey will be placed on Academic Intervention if their grade point average falls below 2.0 but is 1.75 or higher. After grades are posted and GPA calculations are made, The Office of Records and Registration will send these students an Academic Intervention letter, copied to their academic advisor(s) and the appropriate College academic support personnel and offices, which may include the EOF office, Athletic department, Center for Student Success, Counseling and Psychological Services, or others. The academic advisor will assist the student in developing an Academic Improvement Action Plan, which will include regular meetings with the academic advisor and may recommend referrals to other support services.

D. Academic Probation Standing

A student will be placed on Academic Probation by the College if the student:

1. has attempted *zero to eight course units in letter-graded courses* and has earned a cumulative GPA of less than 1.75. OR
2. has attempted *more than eight course units in letter-graded courses* and has earned a cumulative GPA of less than 2.0.

The student will be sent an Academic Probation letter, copied to his/her academic advisor(s) and the appropriate College academic support personnel and offices, which may include the EOF office, Athletic Department, Center for Student Success, or others. The student:

1. must work with his or her advisor to develop an Academic Improvement Action Plan.

2. will be allowed to take a maximum of 3 course units in the following semester and will be instructed to adjust his or her schedule accordingly. A student who fails to do so will have his/her schedule adjusted by the Office of Records and Registration. The student must solicit the approval the chair of his or her academic major department to reinstate any course that has been dropped. A course will be reinstated only if there is a compelling reason to do so.

E. Academic Dismissal

If a student is placed on Academic Probation for any two consecutive semesters (or three total semesters in his/her academic career at the College) he or she is subject to dismissal from the College.

The Office of Records and Registration sends dismissal letters to affected students after the posting of all grades. A student who receives an Academic Dismissal letter will be provided the opportunity to appeal this decision. Instructions for appealing a dismissal are included in the letter sent by Records and Registration.

The following situations inform an academic dismissal and appeal of a dismissal:

1. If a student who is dismissed appeals the dismissal and is reinstated by the College dismissal committee, the student may be granted a two semester grace period at the discretion of the committee to raise his/her cumulative GPA to a 2.0 or higher. Situations in which the dismissal committee may consider granting a grace period include:
 - a. In the most recent semester the student completed at least 3 courses and the student's semester GPA is 3.0 or higher.
 - b. The student has been accepted into a new major or pre-major and in the most recent semester the student completed at least 3 courses and the student's semester GPA is 2.0 or higher.
 - c. Circumstances exist in which the dismissal appeal committee feels a grace period will increase the student's likelihood of successful completion of a major.
2. Stipulations regarding the grace period will be outlined in the student's reinstatement letter. If after the two semester (Fall & Spring) grace period, a student's cumulative GPA does not place him/her in good academic standing (2.0 or higher), he/she will be dismissed from the College and must follow the procedures outlined in this policy in order to be considered for reinstatement to the College.
3. Although taking an intersession course may be part of the academic improvement plan, a student will not be reinstated automatically or solely by taking an intersession course. He/she must still complete the appeal process.

F. Appeals

The academic dismissal appeals process will be coordinated by the Office of Records and Registration. That office will convene the Academic Dismissal Appeals Committee to review all appeal requests. To most effectively consider information about the wide range of factors that may impact a student's ability to be successful at the College, membership of the committee should include the Assistant Dean(s) of the respective schools, the Dean of Students, the Director of the Educational Opportunity Fund, and a staff representative from the Office of Records and Registration. The Academic Dismissal Appeals Committee will meet at the end of each semester to review all dismissal appeals from students and will be responsible for conveying all decisions to the Office of Records and Registration. The Office of Records and Registration will respond to students in writing (email and U.S. Postal Services).

A student's appeal application and all supporting documents must be submitted by the deadline date prescribed in the Academic Dismissal letter. As appropriate, a student's appeal application should reference the situations outlined above.

A student's complete appeal will include the following:

1. Appeal Application Form
2. Documentation of Circumstances
3. Descriptive Analysis
4. Descriptive Plan of Action
5. Academic Plan of Action Form
6. Department Chair Recommendation Form
7. Faculty Support Letters
8. TCNJ transcript to be provided by the Office of Records and Registration

A student who has been academically dismissed from The College of New Jersey and either did not appeal the dismissal or had the appeal denied, may not be readmitted to the College until a minimum of two semesters (not including intersessions) have elapsed and must make a formal application through the Office of Admissions.

Grace Period for Re-admitted Students via the Office of Admissions

A student who was previously academically dismissed from the College and was readmitted to the College by the Office of Admissions will be granted a two semester (Fall and Spring) grace period to raise his/her cumulative GPA to 2.0 or higher. A readmitted student will not be subject to dismissal during this grace period. If, after a two semester grace period, the cumulative GPA does not place the student in good academic standing (2.0 or higher), the student will be dismissed from the College.