

Student Handbook

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Academic Standing

Saint Mary's College of California

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Academic Standing

Saint Mary's College recognizes two regular categories of academic standing: Satisfactory Academic Progress and Probationary Status.

Satisfactory Academic Progress

Satisfactory academic progress is satisfied when a student:

- Maintains a cumulative grade point average of at least 2.0 (C average) in all courses taken or accepted for credit at Saint Mary's College, and
- After the first year, maintains a cumulative grade point average of at least 2.0 (C average) in all courses required or accepted for credit in their major field.

For the purpose of establishing satisfactory academic progress, only courses taken at Saint Mary's College will be considered during a transfer student's first two semesters in residence.

Financial Aid Office Satisfactory Academic Progress (SAP): Financial Aid Office SAP is different than Academic Satisfactory Academic Progress. Federal regulations require the Financial Aid Office to monitor undergraduate and graduate students' academic progress to ensure that students are maintaining a required cumulative GPA and finishing their degree within an allotted time frame. Aid can be withheld if a student does not make satisfactory progress. The Financial Aid Office will notify all students who do not meet SAP.

Probationary Status

A student is in probationary status when they:

- At the end of any term (fall, January or spring), fail to maintain satisfactory academic progress are considered to have probationary status. The Assistant Vice Provost for Student Success will notify students in probationary status and their academic advisors and success coach via email that failure to achieve satisfactory academic progress no later than the close of the next long term (i.e., fall or spring) will subject students in probationary status to academic disqualification from further study at Saint Mary's College.

Subject to Academic Disqualification

A student is subject to disqualification from further study at Saint Mary's if the student is already in probationary status and fails to resume satisfactory academic progress (cumulative GPA of 2.0) by the end of the long semester of probation (i.e., fall or spring).

A student who is not in probationary status may be subject to disqualification if, in any semester:

- the student's cumulative GPA falls below 1.55 for all courses taken or accepted for credit; or
- the student has at least junior standing (a minimum of 18 credits completed toward graduation) and fails to maintain a GPA of at least 1.5 on all courses required or accepted for credit in their major field.

Students subject to disqualification will be notified promptly, in writing, by the Assistant Vice Provost for Student Success. Students are responsible for knowing their academic standing after grades are posted and for contacting the Student Success Office if they have any questions about their status. Failure to respond to e-mail contact about academic standing probation may lead to a student being disqualified automatically when the Academic Standing Review Board does not

receive the requested response by the designated deadline. Any student subject to disqualification will be disqualified from further study at Saint Mary's College unless, within two weeks from the date of notification, they file a petition against disqualification with the Academic Standing Review Board, and unless they are then granted Special Academic Probation by that Board.

Special Academic Probation

Special Academic Probation may be granted at the discretion of the Academic Standing Review Board, whose members are a representative from the Office of Academic Affairs, the Assistant Vice Provost for the Student Success Office, the Registrar, the Dean of Students and faculty from various schools. In addition to the information contained in the student's petition, the Board may seek the advice of the student's instructors, academic advisor, school dean, success coach, and others, when appropriate. Special Academic Probation may be granted pursuant to one or more of the following conditions:

1. Filing of a timely petition against disqualification for cause (e.g., existence of serious personal or health factors, or other special circumstances, which have substantially impaired the student's ability to successfully meet the demands of the College's academic programs);
2. Demonstration in the petition of the reasonable expectation that the student can achieve satisfactory academic progress by the close of the next long term (i.e., fall or spring);
3. Acceptance by the student of the conditions specified by the Academic Standing Review Board which will lead to the resumption of satisfactory academic progress by the close of the next long term.

Students who fail to meet the conditions of the Special Academic Probation by the end of the next long term will be immediately disqualified. The Academic Standing Review Board exercises sole authority in cases of Special Academic Probation.

In extraordinary circumstances, a student may appeal a disqualification or other decision of the Review Board. This appeal must be made within sixty 60 calendar days of notification of disqualification and will be considered only if there is strong and compelling evidence of incorrect procedure, error, or new, additional information. The Assistant Vice Provost for Student Success will determine whether such appeal will be heard by the Review Board.

A student disqualified from this College may apply to the Academic Standing Review Board for readmission if they: present work from another College or university which is acceptable for transfer credit and which is sufficient to signify satisfactory academic progress (GPA of 2.0)

In the case of medical considerations or exceptions, readmission includes clearance from the appropriate medical professional(s).