

## University Policy 3.01.04

## Academic Standing

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### **POLICY STATEMENT**

Capella University requires that all learners maintain good academic standing in order to remain enrolled at the university. Academic standing is determined by academic performance and is measured by both the cumulative grade point average (GPA) and program-specific requirements listed in the *University Catalog*. Failure to maintain good academic standing may result in probation, administrative withdrawal, or dismissal. Learners may appeal an administrative withdrawal or dismissal decision pursuant to this policy and its procedures.

### **Requirements**

Undergraduate learners are required to maintain a cumulative GPA of 2.0 or higher.

Graduate learners are required to maintain a cumulative GPA of 3.0 or higher.

Cumulative GPA is calculated separately for undergraduate and graduate coursework.

Learners must meet the program-specific requirements listed in the *University Catalog* pursuant to this policy and its procedures.

### **RATIONALE**

Capella University requires all learners to maintain good academic standing. This policy outlines the standards and procedures for maintaining and evaluating academic standing.

### **DEFINITIONS**

#### Academic Program

An academic program is any credentialed academic offering and its components, including but not limited to a degree, specialization, minor, concentration, certificate, or delivery model in which a learner is enrolled.

#### Administrative Withdrawal

Administrative withdrawal is a university-initiated separation of a learner from the university.

#### Dean's Designee

A dean's designee is an individual designated by the dean to act on their behalf. The designee must be in a leadership position equivalent to or above a faculty chair (e.g., an associate or assistant dean).

#### Dismissal

Dismissal is a university-initiated permanent separation of a learner from the university and is noted on the learner's academic transcript.

### President's Designee

A president's designee is an individual designated by the university president to act on their behalf.

### Program-Specific Requirements

Program-specific requirements refer to the requirements listed in the *University Catalog* that are necessary for the conferral of a degree or certificate.

### Readmission

Readmission is the process by which learners reapply for admission to the university after at least four quarters of academic inactivity or after being placed on an academic status that requires readmission.

## **PROCEDURES**

- I. Academic Standing Requirements for All Learners
  1. Academic standing requirements consist of one or more of the following major components:
    1. Program-specific requirements
    2. Cumulative grade point average (GPA)
    3. FlexPath requirements
  2. To maintain good academic standing, learners must meet all of the requirements in each area.
  3. These requirements are described further in sections II, III, and IV of this policy.
  4. Non-degree learners who fail four courses will be administratively withdrawn from the university. These learners will not be eligible to return to a non-degree enrollment but may seek admission to a degree program.
- II. Program-Specific Requirements for Learners in GuidedPath or FlexPath Programs
  - A. Program-specific requirements include professional standards requirements and other requirements unique to individual programs, and are listed in the *University Catalog* and program-specific manual, if applicable.
  - B. Assessing Academic Standing and Program-Specific Requirements
    1. Academic standing is assessed at the end of each academic term.
    2. Academic standing is first assessed after the first full term of academic activity.
    3. Learners must meet the established criteria for each requirement.
    4. Learners who do not meet the established criteria for each requirement are no longer considered to be in good academic standing and may not be able to continue their program until they successfully complete each requirement.
    5. Learners who do not meet the established criteria for each requirement on their first attempt are given a second opportunity to successfully complete the requirements.
    6. Learners who do not meet the established criteria for each requirement after a second attempt may be administratively withdrawn from their program.

7. Learners receive an email notification when they fail to complete their program-specific requirements on their first attempt. Learners receive an email notification of administrative withdrawal status when they fail to complete their program-specific requirements on their second attempt. However, it is the learner's responsibility to know these standards, and failure to receive the notification does not nullify the learner's academic status.
  8. Learners' current academic status remains on their official record until there is academic activity for evaluation.
  9. Learners return to the university at the same academic status as when they departed.
  10. Doctoral-level learners who have been administratively withdrawn from the university as a result of failing to meet program-specific requirements are not eligible for readmission to that program or for admission to any doctoral program at Capella University.
  11. Learners may appeal an administrative withdrawal decision pursuant to section II.E of this policy.
- C. Assessing Academic Standing and Professional Standards Requirements
1. Academic standing is assessed on an ongoing basis throughout the course of the learner's program.
  2. Learners must meet the established criteria for their program's professional standards requirements at all times.
- D. Review of Suspected Failure to Meet Program Professional Standards Requirements
1. Learners who are alleged to have failed to meet the established criteria for their program's professional standards requirements are sent notification of the allegation and provided the opportunity to refute or resolve the allegation. While review of the allegation is pending, the following may be restricted: access to courseroom(s) and course registration or modifications, participation in residencies or internships, and/or access to other Capella activities and resources.
  2. The matter will be referred to the School Designee. In the event an allegation of failing to meet the established criteria for professional standards requirements also involves an alleged violation of another university policy, the School Designee will review. Those allegations will be reviewed together with the professional standards review.
  3. The School Designee will provide the opportunity for all involved parties to state their respective case in writing.
  4. The School Designee will issue a decision, which may include a decision on any sanction deemed appropriate by the School Designee, which may include but is not limited to a reflection paper, remedial activity, course withdrawal, course retake, or administrative withdrawal. The School Designee may in their discretion refer the matter for further deliberation by a Faculty Review Panel. A record of the School Designee's decision and sanction will become part of the learner's official academic record.
  5. The School Designee will report their decision to the learner as soon as practicable. A record of the School Designee's decision and sanction will become part of the learner's official academic record.

6. If referred to a Faculty Review Panel, the panel will provide the opportunity to hear from all involved parties and for each party to state their respective case in writing. Upon request, either party will be provided the opportunity to conference.
7. The panel will determine the appropriate sanction, which may include but is not limited to a reflection paper, remedial activity, course withdrawal, course retake, or administrative withdrawal.
8. The panel designee will report the panel's decision to the learner as soon as practicable. A record of the panel's decision and sanction will become part of the learner's official academic record.
9. Learners who are determined to have failed to meet established criteria for their program's professional standards requirements are no longer considered to be in good academic standing and may be administratively withdrawn from the university.

#### E. Administrative Withdrawal Appeals

1. Learners must appeal an administrative withdrawal decision within seven calendar days of being sent notification of the decision.
2. Learners must complete and submit the Academic Standing Appeal Form.
3. Learners must include an explanation of the extenuating circumstances surrounding their administrative withdrawal and the impact the circumstances had on their academic progress. The case is determined by the documentation/evidence supplied by the learner.
4. Learners must indicate their plan for future academic success.
5. Learners are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.
6. The president's designee (and a dean's designee in cases involving professional standards requirements) reviews the appeal, makes a determination, and emails the learner to notify him or her of the decision.
7. The decision of the president's designee or dean's designee is final. Matters that have been reviewed and have received a final decision under this policy are not eligible for further review under another policy.

### III. Cumulative Grade Point Average (GPA) Requirements for Learners in GuidedPath Programs

- A. Undergraduate learners are required to maintain a cumulative GPA of 2.0 or higher. Graduate learners are required to maintain a cumulative GPA of 3.0 or higher.

#### B. Grades Impacting Academic Standing

No Grade ("NG"), Withdrawal ("W"), Incomplete ("I"), In Progress ("IP"), Satisfactory ("S"), and Not Satisfactory ("NS") grades are included in the course completion ratio but do not impact the learner's cumulative GPA.

#### C. Repeated Courses

When a course is repeated, the grade considered for the credit and GPA calculations will be the higher of the two grades earned. Each attempt will be used in evaluating the course completion ratio. Refer to university policies *2.01.02 Maximum Time to Degree Completion*, *2.02.02 Course Registration*, *3.01.05 Financial Aid Satisfactory Academic Progress*, *3.04.07 Grading*, and *3.04.08 Incomplete Grades* for more information.

#### D. Graduate-Level Credit and Cumulative GPA

1. Graduate-level credit completed as part of the requirements for an undergraduate degree program will be included in the learner's undergraduate cumulative GPA.
  2. Graduate-level credit completed as part of the requirements for an undergraduate degree program and subsequently applied to a graduate degree program will not be included in the learner's graduate cumulative GPA.
- E. Measuring Academic Standing for GPA
1. Academic standing is measured at the end of each academic quarter.
  2. Academic standing is first measured after the first full quarter of academic activity.  
Examples:  
Learners who register for courses during a monthly start are measured at the end of quarter two based on academic activity from their initial start date through the end of quarter two.  
Learners who register for courses at the beginning of a quarter are measured at the end of quarter one based on academic activity from their initial start date through the end of quarter one.
  3. Learners' academic standing is measured only following quarters in which they are registered in one or more GuidedPath courses. Learners' academic standing does not change following a quarter of academic inactivity.
  4. Learners who fail to meet the minimum cumulative GPA requirement for their undergraduate or graduate coursework are placed on probation or dismissal status.
  5. Learners receive an email notification when they have been placed on probation or dismissal status. However, it is the learner's responsibility to know these standards, and failure to receive the notification does not nullify the academic status.
  6. Learners' current academic status remains on their official record until there is academic activity for evaluation.
  7. Learners return to the university at the same academic status as when they departed.
- F. Probation Due to GPA
1. Criteria/Notification
    - a. Learners are placed on probation status when they fail to meet the minimum cumulative GPA requirement for their undergraduate or graduate coursework.
    - b. Learners receive an email notification when they have been placed on probation stages one, two, three, four, or five. A record of the notification will become part of the learner's official academic record.
    - c. Probation status cannot be appealed.
  2. Probation—stages one and two
    - a. Learners placed on probation stages one or two will be directed to tools to use in developing a plan for their return to good academic standing and future academic success.
    - b. Learners placed on probation stages one or two are encouraged to work with Academic Advising in developing their plan to return to good academic standing and future academic success.
  3. Probation—stage three
    - a. Learners placed on probation stage three will have future course registrations cancelled and a registration hold placed on their record.

- b. Learners placed on probation stage three must work with Academic Advising in developing a Learner Support Plan (LSP) for their return to good academic standing and future academic success.
        - i. Learners must complete and submit the LSP to Academic Advising.
      - c. Learners placed on probation stage three will be required to have an Academic Advising-approved LSP before they are permitted to register for any future courses.
- 4. Academic standing and LSP extensions
  - a. In some circumstances, learners may be granted an LSP extension beyond probation stage three to return to good academic standing.
  - b. LSP extension criteria
    - i. Learners must show quarterly GPA improvement.
    - ii. Learners must meet the following minimum cumulative quarterly GPA standards:
      - 1) 2.0 cumulative quarterly GPA for undergraduate learners
      - 2) 3.0 cumulative quarterly GPA for graduate learners
  - c. Learners must meet both criteria to be granted an LSP extension.
- 5. Reinstatement to good academic standing
  - a. Learners placed on probation status are removed from probation when their GPA meets the requirement for their undergraduate or graduate coursework.
  - b. Learners receive an email notification when they have been removed from probation status.
  - c. A record of the notification will become part of the learner's official academic record.

#### G. Dismissal

##### 1. Criteria/Notification

Learners are dismissed from the university when they fail to meet the terms of the school-approved Learner Support Plan (LSP) extension after probation stage three. Learners dismissed from the university are ineligible to register for any Capella course (including non-credit courses, residencies, etc.) and are ineligible for readmission to any Capella University program at any time in the future.

##### 2. Dismissal appeal

Learners have the option to appeal an administrative withdrawal or dismissal decision pursuant to section V of this policy.

#### H. Dismissal Appeals

1. Learners must appeal a dismissal decision within seven calendar days of being sent notification of the decision.
2. Learners must complete and submit the Academic Standing Appeal Form.
3. Learners must include an explanation of the extenuating circumstances surrounding their dismissal and the impact the circumstances had on their academic progress. Learners must also include an explanation of how the described extenuating circumstances are mitigated or resolved. The case is determined by the documentation/evidence supplied by the learner.
4. Learners must indicate their plan for future academic success.
5. Learners are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.

6. The president's designee (and a dean's designee in cases involving professional standards requirements) reviews the appeal, makes a determination, and emails the learner to notify him or her of the decision.
7. The decision of the president's designee or dean's designee is final. Matters that have been reviewed and have received a final decision under this policy are not eligible for further review under another policy.

#### IV. FlexPath Academic Standing Requirements

- A. Learners who are enrolled in a FlexPath option are required to successfully complete every competency.
- B. Assessing Academic Standing for FlexPath learners who began their program before October 2022 and have not had a change of catalog, academic program, or billing structure effective October 2022 or later
  1. Academic standing is assessed at the end of each FlexPath course.
  2. FlexPath learners must meet the minimum performance level for the course level:
    - a. Learners whose performance is below "Basic" on one or more competencies in an undergraduate-level course will have failed to meet minimum requirements for good academic standing for that course.
    - b. Learners whose performance is below "Proficient" on one or more competencies in a graduate-level course will have failed to meet minimum requirements for good academic standing for that course.
  3. Learners whose records reflect failure to meet minimum requirements for good academic standing in two different courses will be administratively withdrawn from the FlexPath option for their degree program. If the learner is enrolled in concurrent certificate programs, the learner will also be administratively withdrawn from the FlexPath option for those programs.
  4. Learners are not allowed to return to the FlexPath option at their degree level once they have been administratively withdrawn for failure to meet minimum FlexPath performance requirements for good academic standing.
- C. Assessing Academic Standing for FlexPath learners who started their program in October 2022 or later or who had a change of catalog, academic program, or billing structure that went into effect October 2022 or later
  1. Academic Standing is assessed at the end of each billing session.
  2. FlexPath learners must meet the minimum performance level for the course level:
    - a. Learners whose performance is below "Basic" on one or more competencies in an undergraduate level course will have failed to meet minimum requirements for good academic standing for that course.
    - b. Learners whose performance is below "Proficient" on one or more competencies in a graduate level course will have failed to meet minimum requirements for good academic standing for that course.
  3. Learners whose records reflect failure to meet minimum requirements for Academic Standing in two or more different courses to date will be placed on academic standing warning.
  4. Learners whose records reflect failure to meet minimum requirement for Academic Standing in two or more courses to date for a second consecutive billing session

will be ineligible for financial aid and will be administratively withdrawn from the FlexPath option for their degree program. If the learner is enrolled in concurrent certificate programs, the learner will also be administratively withdrawn from the FlexPath option for those programs.

5. Learners are not allowed to return to the FlexPath option at their degree level once they have been administratively withdrawn for failure to meet minimum FlexPath performance requirements for good academic standing.

#### D. Administrative Withdrawal Appeals

1. FlexPath learners must appeal an administrative withdrawal decision within 14 calendar days of being sent notification of the decision.
2. Learners must complete and submit the Academic Standing Appeal Form.
3. Learners must include an explanation of the extenuating circumstances surrounding their dismissal and the impact the circumstances had on their academic progress. Learners must also include an explanation of how the described extenuating circumstances are mitigated or resolved. The case is determined by the documentation/evidence supplied by the learner.
4. Learners must indicate their plan for future academic success.
5. Learners are not permitted to register for any Capella course (including non-credit courses, residencies, etc.) pending the outcome of their appeal.
6. The president's designee (and a dean's designee in cases involving professional standards requirements) reviews the appeal, makes a determination, and emails the learner to notify him or her of the decision.
7. The decision of the president's designee or dean's designee is final. Matters that have been reviewed and have received a final decision under this policy are not eligible for further review under another policy.

#### E. Repeating Courses

When repeating a course in the FlexPath option, the course in which the learner demonstrates all competencies at a level required for degree conferral will be used to determine completion of FlexPath performance requirements for good academic standing.

1. Each course attempt appears on the transcript.
2. All course attempts are used to evaluate the learner's completion percentage, per university policy *3.01.05 Financial Aid Satisfactory Academic Progress*.

#### V. Recording Academic Standing

Probation, administrative withdrawal, and dismissal are official academic statuses. Dismissal is noted on the learner's official academic transcript.

#### **POLICY OWNER**

Academic Owner: Provost

Operations Owner: Academic Advising

#### **RELATED DOCUMENTS**

University policy 2.02.02 Course Registration

University policy 2.02.07 Changing Academic Program



University policy 3.01.05 Financial Aid Satisfactory Academic Progress  
University policy 3.04.01 Academic Readiness  
University policy 3.04.07 Grading  
University policy 3.04.08 Incomplete Grades

### **REVISION HISTORY**

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Content previously contained in university policy 02.60 Satisfactory Academic Progress