

Policy Title: Undergraduate Academic Retention Standards

Policy Type: Academic **New/revised:** Revised

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Approval level: ☒ Board of Trustees
☐ President
☐ Vice President
☐ Other (specify here)

Purpose: This policy defines the minimum criteria for evaluating undergraduate students' academic progress at ETSU and describes means by which students not making satisfactory progress may re-enroll.

Policy:

- I. ETSU publishes undergraduate academic retention standards in the undergraduate catalog, applies these standards uniformly to all students, and promptly enforces the standards at the close of each semester.
- II. Grade Point Average (GPA)
 - A. The grade point average (GPA) equals the total of all quality points earned in all courses attempted, divided by the total number of credits attempted.
 1. Quality points earned in a course are based on the final grade in the course times the credits earned or, in the case of an F or FN, attempted, as follows:

Final Grade	Quality Points = Value below x Credits earned or attempted
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
FN	0.0

2. The following kinds of grades are not included when calculating the GPA:
P (Pass)
CR (Credit)
I (Incomplete)

Au (Audit)
W (Withdrawal)
WF (Withdrawal Failing)
NR (Not Reported)

3. The following grades and credits attempted or earned are not included in the GPA:
 - a. remedial and developmental courses
 - b. courses from which the student withdrew in good standing
 - c. courses transferred to ETSU on or after August 1, 2015
 - d. passing grades (P) and credits earned in courses taken on a pass/fail basis
4. Although passing grades (P) and credits earned in courses taken on a pass/fail basis are not included in GPA calculations, failing grades (F) and credits attempted in such courses are included.

III. ETSU use the following kinds of GPAs for the purposes indicated below:

- A. Overall GPA (Includes all institutional and articulated transfer coursework, excluding pre-college level courses. Does not include transfer coursework received on or after August 1, 2015.)
 1. required GPA for graduation
 2. determining graduation honors
 3. determining term honors
- B. Overall combined GPA (Includes all institutional and articulated transfer coursework and includes pre-college level courses. Does not include transfer coursework received on or after August 1, 2015.)
 1. determining suspension and probation
 2. determining financial aid eligibility
 3. determining athletic eligibility
- C. Lottery GPA
ETSU follows prescribed state practices for calculating the GPA needed for continuing eligibility for the Tennessee Lottery Scholarship Program, which includes all courses taken after graduation from high school.

IV. Repeating Courses

- A. Students may repeat courses in which the final grade is C+ or lower for the purpose of increasing mastery in the course or raising the grade point average.
- B. Students may repeat a course in which they earned a grade of B- or higher only with the approval of the chief academic officer.
- C. ETSU uses repeated courses in calculating the GPA and total credits attempted as follows:
 1. If a student repeats a course once, ETSU uses only the most recent attempt (excluding I, W, or WF grades) in calculating the GPA.
 2. If a student repeats a course two or more times, ETSU uses all grades earned in the third and subsequent attempts in calculating the GPA.
 3. All courses repeated count in credits attempted.
 4. All courses repeated appear on the academic transcript.
 5. When a student repeats a course at another institution, ETSU will use its repeat policy to exclude the grade/credit originally earned.

V. Academic Retention Standards

- A. Academic probation: For baccalaureate and undergraduate certificate programs, students who fail during any semester to attain an overall combined GPA at or above the level indicated below, based on the total credits attempted thus far, will be placed on academic probation for the subsequent semester (including summer session) of their enrollment.

Semester Credits Attempted	Required Overall Combined GPA
0-29	1.4
29.1-45	1.7
45.1-59.9	1.9
60+	2.0

B. Academic Suspension

1. Students who fail to attain either the overall combined GPA standard or a 2.0 GPA for the semester of academic probation will be suspended for one major term (spring or fall semester). The summer semester does not count as a term of suspension.
 2. On the second suspension for failure to meet academic retention standards, the period of academic suspension is for two major terms.
 3. Students wishing to re-enroll after a period of suspension must apply for readmission.
 4. Students who enroll at other institutions during a period of academic suspension from ETSU must meet ETSU's transfer admission requirements.
- C. When low grades are related to extenuating circumstances, students may petition to waive the period of suspension.
1. The petition must describe the verifiable extenuating circumstances, which may include illness as evidenced by medical documentation; personal problems, such as divorce or serious domestic problems; accidental injury; or other circumstances beyond the student's control.
 2. Upon receipt of the written petition, a current academic transcript, and any supporting documents, the office of student affairs will make a preliminary decision about whether extenuating circumstances warrant a formal appeal hearing. If granted, the student will be notified of the time and place of the appeal hearing before representatives of the office of student affairs and the dean's office of the college of the student's major. If the request for an appeal hearing is declined, the student may ask the dean of the college in which he or she is majoring to review the decision.
- D. If grades earned at other regionally accredited institutions during a period of academic suspension from ETSU make a student admissible as a transfer student, the director of undergraduate admissions may admit the student prior to completion of the academic suspension period.

VI. Academic Fresh Start

- A. Academic Fresh Start is a plan of academic forgiveness available to transfer and readmission students.
- B. Candidates may apply for Academic Fresh Start prior to admission or readmission as a degree-seeking student or at any time after enrollment by filing an application with the Office of Admissions, requesting the Academic Fresh Start.
- C. Eligibility criteria for Academic Fresh Start

1. A period of at least four years (48 months) has elapsed since the candidate last attended an institution of higher education.
2. The candidate has not previously been granted academic forgiveness according to this or a similar provision at any institution of higher education.
3. A student who has been granted Fresh Start in the past is not eligible for a second opportunity.

D. Academic Fresh Start provisions.

1. The student's permanent academic record will remain a record of all course work and will include "Granted Academic Fresh Start" and the effective date. However, courses taken and previously failed will be excluded from the calculation of the GPA. Courses with a D grade will also be excluded from the GPA calculation and total credits earned when a C or better is required in the student's current major. The GPA and total credits earned will reflect all other courses for which passing grades are earned.
2. The current major will be considered the major the student has selected at the time the Academic Fresh Start is applied. Courses excluded from the GPA calculation will not be reviewed or reconsidered should the student change majors Academic Fresh Start has been applied.
3. Grades for courses transferred from other institutions will be included in the GPA and are subject to ETSU's policy on use of transfer courses in GPA calculations.
4. The application of retained credit toward degree requirements will be determined by the requirements in effect when the Academic Fresh Start is conferred. Specific program requirements must also be met.
5. Previously satisfied learning support placement requirements will not be forfeited upon conferral of an Academic Fresh Start. Academic Fresh Start applicants who did not satisfy learning support placement requirements at the time of previous enrollment must meet current learning support requirements.
6. ETSU will honor an academic forgiveness plan offered at another institution so long as it is clearly noted on the official transcript from the previous institution.
7. Students in Academic Fresh Start will be subject to ETSU's academic retention standards.
8. Academic Fresh Start does not alter financial aid requirements and regulations.
9. Once applied, Academic Fresh Start is irrevocable.

VII. Drop and Withdrawal Standards

- A. Courses dropped during the first two weeks of the term will not appear on the student's permanent record. Students who drop courses after the second full week of classes through the eighth week will receive grades of W. During the summer session or when courses do not conform to established term calendars ETSU will adjust this schedule appropriately.
- B. After the eighth week of the term students may drop courses only when they can demonstrate verifiable, extenuating circumstances beyond their control, such as illness or accidental injury. Poor performance in a course is not an extenuating circumstance.
- C. Students seeking permission for late drops must present a petition to the dean of the college or school in which they were majoring at the beginning of the term. Students

who have not yet declared majors will present petitions to the University Advisement Center. If a late drop is approved, the student will receive a grade of W (Withdrawal) or WF (Withdrawn-Failing), to be determined by the instructor of the course.

3/24/2017 – approved by the Board of Trustees.