University of Colorado **Denver**

Campus Administrative Policy

Policy Title: **Academic Standing for Undergraduates**

Policy Number: 7016   Functional Area: Student Success

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Effective: January 1, 2021
Date Last Amended/Reviewed: August 18, 2020
Date Scheduled for Review: July 1, 2027
Supersedes: Academic Probation and Suspension for Undergraduates
                                    (January 1, 2012)

Approved by: Michelle Marks
                                    Chancellor, University of Colorado Denver

Prepared by: Executive Director | Academic Advising
Reviewing Office: Provost and Executive Vice Chancellor for Academic and
                                    Student Affairs
Responsible Officer: Vice Provost and Senior Vice Chancellor for Student
                                    Access and Achievement

Applies to: Denver Campus

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A.   **INTRODUCTION**

This policy defines four levels of academic standing and identifies rules and procedures
that apply to students based on their academic standing. Appendix A provides
information on the online academic support module designed to promote student success.
Appendix B outlines additional procedures that apply to students who are not in good
standing.

This policy was revised in Fall 2020 in order to: 1) improve the overall student
experience with respect to the academic standing process when their cumulative GPA
falls below 2.00; 2) allow full-time and/or international students on Academic Monitoring
to maintain their full-time status; and, 3) improve retention, persistence, and graduation
success of students.

B.   **POLICY STATEMENT**

This policy maintains four levels of academic standing, which are consistent with past and
current practices. Within the schools/colleges, students are classified as being in Good

Standing or on Academic Warning, Academic Monitoring, or Academic Suspension. A student has five attendance semesters or 30 hours to improve their cumulative CU GPA to 2.00.

1. Good Standing
    a. Student's cumulative CU GPA is at or above 2.00.

2. Academic Warning (reference Appendix B)
    a. Student's cumulative CU GPA falls below 2.00.
    b. Student notified via university email of status.
    c. Student must complete Academic Support Module (online tool described in Appendix A).
    d. Once cumulative CU GPA reaches 2.00 or better, student is considered "In Good Standing."

3. Academic Monitoring (reference Appendix B)
    a. If a student on Academic Warning is unable to achieve a 2.00 semester GPA or higher in any given semester, student will be placed on "Academic Monitoring" and notified via university email.
    b. A student on Academic Monitoring is restricted to a maximum course load of 13 credits in spring and fall semesters and 7 credits in summer semester until their cumulative GPA is at or above 2.00.
    c. A student on Academic Monitoring must meet with their academic advisor each semester before registering for classes.

4. Academic Suspension (reference Appendix B)
    a. A student on Academic Monitoring who does not meet the 2.00 minimum semester GPA will be placed on Academic Suspension.
    b. A student's Academic Suspension status is permanently indicated on their official University of Colorado transcript.
    c. The minimum duration of Academic Suspension is for a period of one year (three semesters, including summer term).
    d. A student placed on Academic Suspension will be unable to take courses from any CU campus while the suspension is in place.
    e. Should a student be placed on Academic Suspension while registered for the next semester, they will be administratively dropped from their next semester's courses.
    f. After the one-year suspension period has elapsed, a student must petition the appellate committee (of the school or college they wish to enter) for readmission and meet and document at least one of the following criteria:
        1) Attendance at another regionally-accredited college/university where they earned a minimum cumulative GPA of 2.75 in transferable credit.
        2) Explain in writing their previous academic difficulty, demonstrate what has changed, and how readmission will allow them to achieve and maintain good academic standing.
    g. If student is granted readmission and their CU GPA is below a 2.00, they will

be readmitted on Academic Monitoring. A student must meet the minimum term GPA requirement for Academic Monitoring every semester until their cumulative CU GPA is at least a 2.00.

Notes

1. Dates of official enactment and amendments:

    August 15, 2010: Adopted / Approved by the Provost
    January 1, 2011: Amended
    January 1, 2012: Amended
    February 1, 2019: Reformatted
    September 2, 2020: Revised & Reissued by the Chancellor

2. History:

    January 1, 2011:
    - Added definition of "Early Action" and of "flag" on student record.

    February 1, 2019:
    - Reformatted to reflect a Campus-wide effort to recast and revitalize various campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

    September 2, 2020:
    - Extensive revision:
        1) Changed the intervention from paper format to online Academic Support Module (ASM);
        2) Kept the ASM intervention at the Academic Warning level of academic standing;
        3) Renamed/consolidated levels of academic standing to better communicate supportive intent;
        4) Increased the capped credit hours for level two (i.e., Academic Monitoring) from 7 to 13 to support full-time enrollment for students;
        5) Lowered the required 2.3 semester GPA to 2.0 semester GPA.
    - Extensive research analysis of data from 11 of CU Denver's peer institutions, and 4 "non-peer" institutions and analysis of fall 2011 – 2017 probation/suspension freshman cohort data, informed many of the changes contained in this policy revision. This Institutional research and analysis of cohort data informed the decisions to:
        1) Increase the attempted semester credit limit to 13 credit hours;
        2) Implement a change to make a semester GPA of 2.00 as the best practice/standard for achieving a requirement to be in good academic standing;
        3) Confirmed the need for an improved academic support module.

    March 2, 2021:
    - Revision to Section B.3.b and Appendix B for the purpose of clarification only.

3. Initial Policy Effective Date: August 15, 2010

4. Cross References/Appendix:
    - Appendix A, Academic Support Module
    - Appendix B, Procedural Considerations
    - Campus Policy 7037, Grade Forgiveness
    - Campus Policy 7040, Fresh Start

Based on past experience, the paper-driven and contractual Academic Success Plan was removed from the academic probation process and replaced with an accessible and more robust online module. The module was developed with student development and learning in mind and aims to help students attain higher levels of academic success and deeper personal growth. It will aid students in preparing a concrete action plan that they must submit to their academic advisors. The action plan will effectively enhance their learning and connect them with the many resources available to them on campus. It will also increase awareness around newer university policies, such as Campus Policy 7037: Grade Forgiveness, which may help them improve their GPAs. Implementation of an online module will also improve the business practices for the academic units and centralized offices to better track and support students on academic warning.

Outcomes
- Empower students through self-guided strength-based reflection and informational modules that align with the academic standing policy
- Connect students with targeted university resources
- Increase retention and graduation rates through an accessible and educational course-based process
- Prevent progression towards suspension with a required intervention process

Outline of Canvas Course
I. Introduction to Online Module
   a. Short video to welcome students to the module – message from the Executive Director of Academic Advising and advising representative from student's school/college/advising unit.
   b. Positive and informative message defining probation and the Canvas course
II. Section 1 1 - Self-Reflection Exercise
   a. Complete self-reflection exercise and submit responses (written, audio or voice)
   b. Goal - Identifying obstacles and hardships contributing to academic performance
      i. Identifying obstacles that are self-selected by a series of questions
         1. Possibly a resource notification process that alerts outreach from specific resources
III. Section 2 - Review of Campus Resources
IV. Resources are grouped by resource type and hyperlinked to respective websites
V. Section 3 - Campus Policy 7037: Grade Forgiveness and grade point average review
VI. Section 4 - Build and Submit an Action Plan
   a. Goal - Students will create an action plan utilizing SMART goals
      i. **S - Specific:** Make your goal as specific as possible
      Example: I will have a 2.5 cumulative GPA
      M - Measurable: Be sure that your goal is measurable
      Example: I will be able to measure whether I have achieved my desired GPA at the end of the semester.
      A - Attainable: Set goals that you can achieve

Example: I have done the math and know that a 2.5 cumulative GPA by the end of the semester is possible.

R - Realistic: Set goals that are realistic

Example: I can achieve a 2.5 cumulative GPA if I earn 4 Bs and 1 C this semester.

T - Timely: Establish a timeline for reaching your goal

Example: I can achieve my goal by the end of the semester

b. Submit short write-up, video, or audio response through Canvas course
   i. Action Plan that also mention two campus resources that you will reach out to

Additional Information

- Modules are intended to be short and timely
- Videos may have the capabilities to include subtitles and/or captions

Procedures

Academic Warning Entails:

1. **Student Completes Academic Support Module (ASM)**
   The ASM will be housed in Canvas, which students can access through their student portal, UCDAccess. The goals of the ASM are to improve retention and graduation of students on probation by a) introducing them to valuable campus resources, b) informing them of campus policies such as Grade Forgiveness, and c) establishing a supportive relationship with their assigned academic advisor as well as the Executive Director of Academic Advising. The module can be completed in roughly one hour or less.

   The ASM informs students of the availability of the Office of Financial Aid & Scholarship and/or the Office of International Student & Scholar Services, as applicable, to discuss ramifications of academic probation. Upon completion of the ASM, students are able to register as usual through their student portal.

   Three Major Components of the ASM
   a) A self-reflection exercise that allows students to honestly identify personal or other challenges that may have contributed to their academic status.
   b) Identification of campus resources that they can reach out to for additional support.
      1) Discuss campus resources that may aid in promoting their future academic success
      2) Inquire into the details of relevant campus resources
      3) Explore connection between Resource services and their needs/interests
   c) The development of a personalized action plan for getting back on good academic standing will include:

1) Outline of next-step activities, relevant campus resources to seek out, and related timeline/deadlines
2) Identify methods for measuring the outcomes
3) Date for follow-up appointment with their advisor, as appropriate
4) Plans can be submitted in written, audio or video form and are submitted through the ASM

2. Upon submission of the Action Plan, a student's assigned advisor will
a) Utilize common rubric to assess the student's action plan and conduct a thoughtful review.
b) Submit feedback to student's action plan. Advisor feedback can be in written, video or audio form.
c) Advisors must review students' action plans and offer their feedback and assessment of plans within 2 weeks from the time of student submission.
d) Advisors will utilize common scoring metric to review students' action plans to determine whether they have met the requirement or if their plan is still developing. If the latter, advisor will state what is missing from the plan and encourage students to address the issue(s) prior to resubmitting their plan.

APPENDIX B: ADDITIONAL PROCEDURES

The following process steps are completed as indicated for the different levels and situations. These could change over time:

Academic Warning:

1. Registrar's office places service indicator on student's registration (via batch update process) each semester.
2. Once cumulative GPA reaches 2.00 or better, student is considered in good standing and advising service indicators are no longer placed on student's registration.

Academic Monitoring:

1. Students meeting with their academic advisor each semester is enforced through a service indicator.
2. Registrar's office places service indicator on student's registration (via batch update process) each semester.
3. Once cumulative GPA reaches 2.00 or higher, student is considered in good standing and advising service indicators are no longer placed on student's registration.
4. For spring and fall semesters, students can enroll in up to 13 credit hours and wait list for up to 6 credit hours (for a combined total of 19 credit hours) before wait lists are eliminated. Once wait lists are eliminated, the maximum number of enrolled credits for the semester is 13 credits.

   For summer semester, students can enroll in up to 7 credit hours and wait list for up to 4 credit hours (for a combined total of 11 credit hours) before wait lists are eliminated. Once wait lists are eliminated, the maximum number of enrolled credits for the semester is 7 credits.

Academic Suspension:

1. Should a student be placed on Academic Suspension while registered for the next semester, the Registrar's office will administratively drop the student from their courses after receiving instructions to do so from the student's advisor after they have reviewed the Academic Standing report. At that time, advisors submit their list of edits/corrections, including students who need classes dropped, to the Registrar's Office for processing.

Academic Performance-Related Procedures

Early Action (program to identify students' academic difficulties early in the semester)

1. Student's faculty member notifies academic advising units of academic difficulties via Progress Reports and Action in the Navigate system.
2. Navigate issues automated emails to notify students of their Early Action(s) and encourages students to make an appointment with their assigned advising units.

3. Students are encouraged to meet with their advisors either face-to-face, online, or by phone, email, or Zoom to discuss the alert, possible ramifications (such as restricted academic probation), and campus resources.
4. No restrictions on enrollment or class load at this time.