

**William Paterson University Policy  
Academic Policy**

<b>SUBJECT:</b>	Academic Standing	<b>TITLE:</b>	Academic Satisfactory Progress for Undergraduate Students		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Provost and Senior Vice President for Academic Affairs		<b>Responsible Office:</b>	Office of the Provost	
<b>CODING:</b>	02-20-01-01-09	<b>ADOPTED:</b>	NA	<b>AMENDED:</b>	04/19/2024
			<b>LAST REVIEWED: 04/19/2024</b>		

**PURPOSE**

This policy refers to academic standing of undergraduate students who do not meet satisfactory academic standards. This policy is to guide undergraduate students on the process for academic warning, probation, dismissal and reinstatement, and to support students in achieving minimum satisfactory academic standing. This policy aligns with federal regulations for financial aid.

**ACCOUNTABILITY**

The Office of the Provost is responsible for enforcement of this policy

**POLICY**

William Paterson University expects all matriculated undergraduate students to maintain Academic Satisfactory Progress (A-SAPS) which is defined as a cumulative grade point average (hereafter referred to in this policy as "GPA") of at least 2.0. Students are advised that admission to, continuation in, and graduation from majors requiring a GPA higher than 2.0 is dependent upon achievement of that higher GPA.

**PROCEDURE**

The grade point average is determined by dividing the total number of quality points earned by the total number of quality hours attempted. Courses graded P, IN, N, M, AU, and WD are not computed in determining the grade-point average. The cumulative credit completion ratio is determined by dividing the total number of completed credit hours by the total number of credit hours attempted. Academic standing will be computed at the end of the first semester at which time the student has accumulated a total of 12 attempted credits, and every semester thereafter.

The William Paterson Financial Aid Satisfactory Academic Progress Policy (FA-SAPS) maintains academic standards that are as least as strict as the standards established in this academic policy.

## PROCESS

- 1) After the first semester (Fall or Spring; Summer if enrolled in 9 credits or more) of failing to meet the A-SAPS criteria (a cumulative GPA of at least 2.0), a student will be placed on **academic warning**. For part time students, this assessment will take place at the end of the semester in which a student has earned 9 credits.
- 2) After two consecutive semesters (Fall or Spring; Summer if enrolled in 9 credits or more) where the student has failed to meet the A-SAPS criteria (a cumulative GPA of at least 2.0), a student will be placed on **academic probation** and will be issued an **academic contract**. For part time students, this assessment will take place at the end of the semester in which a student has earned 18 credits.

Students may be dismissed after two consecutive semesters if there is not a clear mathematical possibility of the student meeting the A-SAPS criteria (a cumulative GPA of at least 2.0) by the end of the following semester.

- 3) After three consecutive semesters (Fall, Spring; Summer if enrolled in 9 credits or more) of failing to meet A-SAPS criteria (a cumulative GPA of at least 2.0), a student may be **dismissed** from the University. For part time students, this assessment will take place at the end of the semester in which a student has earned 33 credits.
  - a. Students who fail to meet A-SAPS criteria (a cumulative GPA of at least 2.0) BUT have met the terms of their contract AND have a clear mathematical possibility of meeting the A-SAPS criteria (a cumulative GPA of at least 2.0) by the end of the following semester will be placed on **continuing academic probation**.
  - b. Students who fail to meet the terms of their academic contract AND fail to meet the A-SAPS criteria (a cumulative GPA of at least 2.0) will be **dismissed** from the University.
  - c. Students who are dismissed, but are already taking classes in a subsequent term, may complete those classes or choose to withdraw with 100% refund; all future course registrations will be cancelled. If the student chooses to complete the courses, academic standing will be reassessed once the courses are graded.
- 4) After one semester of **continuing academic probation**, a student must meet A-SAPS criteria (a cumulative GPA of at least 2.0) and return to satisfactory academic standing. If the student has not met A-SAPS criteria (a cumulative GPA of at least 2.0), the student must meet individually with academic achievement and success staff to review academic progress and determine if the student should be **dismissed** or allowed an additional semester of **continuing academic probation**. No student shall be granted more than one semester of **continuing academic probation** without a review by academic achievement and success staff to confirm a student's academic progress.

## DEFINITIONS

### Academic Warning

Academic warning means a student will be required to meet with his or her academic advisor

who will monitor their academic performance. Students under academic warning are required to attend mandatory academic support workshops offered through Academic Development.

### Academic Probation

Academic probation means a student will be required to meet with his or her academic advisor and will be required to develop an academic contract for the following semester(s). Students under academic probation are required to attend mandatory academic support workshops offered through Academic Development.

### Academic Dismissal

Academic dismissal means a student is dismissed from the University for continued failure to meet A-SAPS criteria (a cumulative GPA of at least 2.0). Students may appeal for reinstatement after dismissal.

### Academic Contract

An Academic Contract outlines all steps the student must take in order to achieve Satisfactory Academic Standing. The Academic Contract must specify the exact courses (and course format) that must be taken and the minimum grade performance that is expected for the next semester.

### Continuing Academic Probation

Continuing academic probation means a student has met the terms of the academic contract but has not yet met A-SAPS the following semester. Students under continuing academic probation are required to meet with their advisor to develop a new Academic Contract, and the student must continue to attend mandatory academic support workshops offered through Academic Development.

### Academic Reinstatement

Reinstatement is the process used to allow a student who has been dismissed for failing to meet A-SAPS to return to the University.

### Satisfactory Academic Standing

Students who at the end of a semester on academic probation or academic warning achieve a cumulative GPA of 2.0 will be removed from academic probation as they have met the minimum standards for A-SAPS at William Paterson University.

## Semester

Fall, spring and summer semesters run a minimum of 15 weeks and may include 2 or more shorter parts of term; students enrolled in multiple parts of term will not have their academic standing calculated until the end of the regular fall, spring, or summer semester. Summer academic standing will only be calculated for students enrolled in 9 or more credits during one or more summer parts of term.

**Additional Information**

A continued record of failure to meet A-SAPS jeopardizes admission to and/or continuance in a major, precludes graduation and may hinder transfer to other institutions.

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 04/19/2024