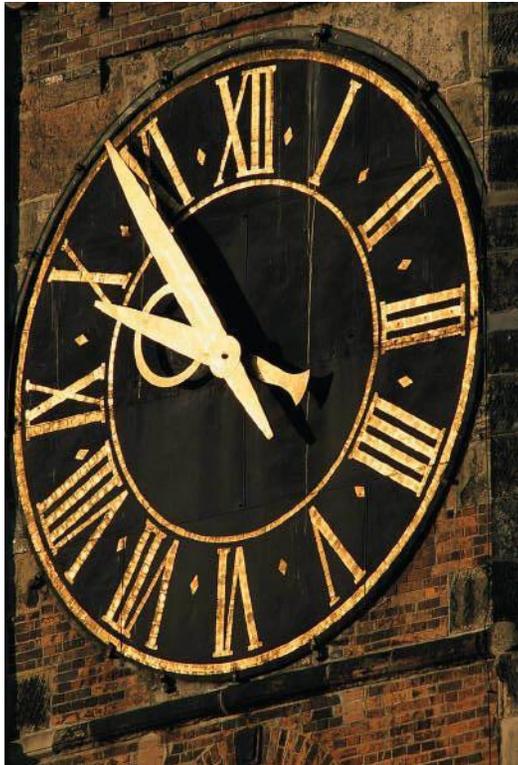


Academic Standings Policy

Probation and Dismissal from Elmhurst College

For Students in Undergraduate Programs



From the Academic Standings Committee

Academic Good Standing

Students must earn a minimum Elmhurst College **term, cumulative and combined** grade-point average of 2.0 to be in academic good standing.

Term grade-point average is based on the average of grades earned in all courses taken for a single term at Elmhurst College.

Cumulative grade-point average is based on the average of grades earned in all courses taken at Elmhurst College.

Combined grade-point average is based on the average of grades earned in all college-level course work, including courses taken at Elmhurst as well as courses accepted as transfer credit from other institutions.

Calculating Grade-point Averages

Grade-point averages are determined by dividing the total number of grade points by the total Number of courses attempted for regular A-F letter grades. Courses in which pass grades were earned are counted in “earned totals,” but are not included in the calculation of the grade-point average.

See the College catalog for grade points assigned to the letter grades.

Academic Probation and Dismissal

The Academic Standings Committee reviews the academic records of all students at the end of the Fall and Spring Terms to determine their academic standing.

Students who are not in good standing are subject to procedures leading to academic probation and/or dismissal from the College.

Academic statuses of probation and dismissal are noted on the Elmhurst College transcript.

Probation

Students whose EC term, cumulative or combined grade-point average falls below 2.0 will be placed on academic probation. To return to good academic standing and avoid dismissal, students must earn a minimum **term** grade-point average of 2.0 for the term immediately following the one in which they were placed on academic probation. Students will remain on academic probation for as long as their cumulative and/or combined grade-point average remains less than 2.0. If while on academic probation, a student’s term grade-point average again falls below 2.0 they will be subject to dismissal.

Students who are on probation must participate in the mandatory **Steps to Success** program, which includes monthly workshops, meetings with assigned mentor, and email communications.

Students should also confer with their faculty advisor or the Office of Advising to develop strategies to improve their academic performance. These strategies may include (a) participating in the Learning Center’s **Academic Success Group**, (b) reducing course load, and (c) repeating classes as appropriate.

Dismissal

Students who do not meet the conditions of their academic probation as well as full-time students who earn grades of F, NF or NP in every course for the term are subject to dismissal from the College for poor scholarship.

Students who are dismissed have the right to appeal if they have significant information that would warrant a reconsideration of the dismissal decision.

If students choose to appeal, here are important guide lines:

- A. Students must schedule the appeal on the appeal date(s) designated by the Academic Standings Committee. Contact the Office of Advising to schedule an appeal. Students meet face-to-face with the Academic Standings Committee for the appeal.
 - B. Two business days prior to the appeal meeting, students must provide the Office of Advising with a written statement describing both:
 - 1. the causes of their academic difficulty, and
 - 2. **more importantly**, their detailed plan to repair and improve their academic records and return to good academic standing.
- Students may not appeal their dismissal without submitting a written statement to the Office of Advising by the deadline stated in the dismissal letter.**
- C. Students may consult with their faculty advisor to create a plan for returning to good academic standing.
 - D. It is the students' responsibility to bring to the attention of the Committee members all relevant information on the causes of their academic difficulty.

The ultimate responsibility of students' educational experiences and academic success rests with the student.

Dismissal

Students who have been dismissed may apply for readmission to Elmhurst College after one year has passed. Dismissed students may not register for classes at Elmhurst College as non-degree or visiting students. When applying for readmission, the student must be in good academic standing after completing course work elsewhere and must submit a statement showing evidence of the motivation and maturity necessary to be academically successful at Elmhurst College. Applying for readmission does not guarantee readmission to the College.

Students who have been dismissed from Elmhurst College but plan to apply for readmission should work closely with the Office of Admissions to select appropriate courses to take at another institution that will strengthen their academic record.

For students who have unsuccessfully appealed a dismissal:

The Academic Dean in consultation with the appropriate department chair may approve a limited number of courses that may be repeated at another college, in order to improve grade-point average. This option applies only to students who unsuccessfully appealed their dismissal. It does not apply to students who did not appeal.

Eligibility for Extra-Curricular Activities

Participation in many extra-curricular activities requires academic good standing. Guidelines for eligibility are presented in the *E-Book*. Rules governing the College Conference of Illinois and Wisconsin (CCIW) are followed in respect to eligibility for intercollegiate athletics.

Waiver

While most of the material included here is also published in the College Catalog or the *E-Book* (copies available at the Information Desk in the Frick Center or on reserve in the Library), this brochure provides additional information regarding academic standings. Elmhurst College reserves the right to make changes to this brochure without notice. Questions concerning any changes should be directed to the Office of Advising.