



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-1602	Policy Title:	Academic Progress
Effective:	08/28/2023	Responsible Office:	Registrar's Office
Date Approved:	04/14/2023	Approval:	Executive Vice President and Provost
Replaces Policy Dated:	04/04/2020	Responsible University Official:	University Registrar

SCOPE:

This policy applies to undergraduate students enrolled in the School of Arts & Sciences, Robins School of Business, and Jepson School of Leadership Studies at the University of Richmond.

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POLICY STATEMENT:

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Good Standing

Full-time students are considered to be in Good Standing at the end of a semester if, in that semester (including a semester abroad), they have

- Completed at least 3.5 units of course work, and
- Earned a minimum term GPA of 1.8

In addition, full-time students* must meet the following minimum thresholds in order to enter their third, fifth, seventh, and ninth semesters in Good Standing:

Good Standing Requirements for Students	Cumulative GPA	Earned Units <i>(including units earned through transfer and advanced standing)</i>	Other
Entering 3 rd semester	1.8	6.86	Completion of FYS requirement
Entering 5 th semester	1.9	14	Declaration of Major
Entering 7 th semester	2.0	25	Declaration of Major

In rare instances, students who are unable to complete their degree within eight semesters may return for a ninth or subsequent semester only with permission in advance from the college dean. Such students must have a minimum 2.0 cumulative GPA and a viable plan for degree completion to return in Good Standing. Institutional financial aid is limited to eight semesters of enrollment.

Academic Deficiencies

Academic deficiencies are of two types: Academic Probation and Withdrawn for Academic Reasons. Academic reports are evaluated at the end of each grade-posting period. Regardless of the specific provisions for each school stated below, if at the end of any term a student's record reveals such significant deterioration in performance that extraordinary action is deemed appropriate by the dean of the student's college, that student may be placed on Academic Probation, limited in units of enrollment, or Withdrawn for Academic Reasons, regardless of grade point average. In addition, such student may be restricted from participation in certain University activities.

Students with three or more incompletes (punitive or non-punitive) but otherwise meeting Academic Progress requirements are not in Good Standing. To return to Good Standing, students must remedy the incompletes according to the terms of their academic probation as determined by the college dean.

Academic Probation

A student who falls below the minimum accumulations of semester units and/or grade point average (GPA) for Good Standing will be placed automatically on Academic Probation. Academic Probation includes continued enrollment at the University with a clearly outlined plan, developed in concert with the dean, to improve performance and return to Good Standing.

Withdrawn for Academic Reasons

If at the end of the semester of enrollment after being placed on Academic Probation, the student fails to meet the minimum standard to return to Good Standing, the student will be Withdrawn for Academic Reasons. At least one full fall or spring term must elapse before a student Withdrawn for Academic Reasons is eligible for readmission. In addition, a student is Withdrawn for Academic Reasons:

- May not enroll in a fall or spring term at the University during the period of Academic Withdrawal
- May not enroll in a summer term at the University without permission of the dean
- Must apply for readmission

The above provisions notwithstanding, the dean of the student's college, in circumstances which seem to warrant such action, may allow the student to continue as a full-time student on Academic Probation for a single additional semester.

A second Withdrawal for Academic Reasons will typically result in Academic Dismissal, and the student would be ineligible for readmission.

Appeals

Students not meeting requirements for Good Standing may appeal their Withdrawal for Academic Reasons, in writing, to the Executive Vice President and Provost. The deadline for appeals is the earlier of 1) three business days prior to the start of the term in which they plan to enroll, or 2) 30 days from the notification of their Withdrawal for Academic Reasons. A student's request must include information regarding why the student is not meeting the standards for Good Standing and what factors have changed that will allow the student's academic progress to improve by the next evaluation. The Provost's response to the student appeal is final and cannot be appealed.

Jepson School of Leadership Studies

A student will be placed on academic probation when the student's leadership studies GPA falls below 2.0 or the student earns a grade below C- (1.7) in a leadership studies course. While on academic probation, a student's participation in athletics, debating, dramatic or musical organizations, as well as their representation of the University in any public capacity, may be restricted.

If the student does not meet academic standards in the following semester, he or she will be dismissed from the program in leadership studies. The student may request a one-semester extension of the probationary status. The appeal should be directed to associate dean for academic affairs of the Jepson School of Leadership Studies. If granted and the student does not meet all standards after the probationary year, he or she will be dismissed from the program in leadership studies. Any further appeals should be directed to the dean of the Jepson School of Leadership Studies. Upon review of the student's record and any additional information, the dean will render a final decision.

Readmission to the University

Students who have withdrawn from the University for whatever reason, other than participating in an approved study abroad, exchange, or visiting away program, and wish to return must make their request for readmission in writing by the deadline, typically February 15 for readmission for the summer or fall terms and October 1 for readmission to the spring term. Applications for readmission will be evaluated by a committee including the Richmond and Westhampton College deans, the senior associate registrar, the AVP and director of financial aid, and the relevant associate dean from the Jepson School of Leadership Studies or the Robins School of Business, for students who are majoring in that school.

To be readmitted after being Withdrawn for Academic Reasons, a student must:

- Meet any requirements outlined by the dean, which can include successful completion of a course(s) in summer term or elsewhere to improve a student's academic standing, so long as such transfer credits are consistent with the University's transfer credit policy;
- Submit an application for readmission that demonstrates to the satisfaction of the committee that the issues that resulted in inadequate academic performance have been addressed and academic poor performance is unlikely to recur; and
- Demonstrate that graduation is possible and articulate an academic pathway for return to Good Standing.

Deadline for Completion of Non-punitive Incompletes

Incompletes that need to be completed in order to return to Good Standing for the fall semester in a class other than an FYS, must have all required work submitted no later than July 15. Grades for such work must be turned in no later than August 1.

Any incomplete in an FYS that needs to be completed in order to return to Good Standing for the fall semester must have all required work submitted no later than June 1. In such cases, the grade must be turned in no later than June 15. Students who fail to complete the FYS with a passing grade by the deadline will be required to enroll in a new FYS.

Incompletes that need to be completed in order to return to Good Standing for the spring semester, including an incomplete from a prior semester due to an exam or other project that must be completed on campus, must have all required work submitted no later than September 30. Grades for such work must be turned in no later than October 15.

RELATED POLICIES:

ENM-1101 - Satisfactory Academic Progress: Undergraduate Students in the Schools of Arts & Sciences, Business, and Leadership Studies

POLICY BACKGROUND:

Policy dated August 1, 2019 was reviewed by Academic and President’s Cabinets prior to final approval and approved by University Faculty Senate on November 16, 2018. This replaced the Policy dated August 1, 2018.

Modification to deadline for appeal reviewed by Faculty Senate on April 3, 2020 prior to approval and effective date of April 4, 2020. This policy replaces policy dated August 1, 2019.

Modification to incomplete deadline, ninth semester requirements, accumulation of incompletes, completion of FYS, and seventh semester earned units reviewed by Faculty Senate on April 14, 2023 prior to approval and effective date of August 28, 2023. This policy replaces policy dated April 3, 2020.

Non substantive edits made on December 7, 2023 regarding deadlines.

POLICY CONTACTS:

University Registrar