

## Frequently Asked Questions Regarding Academic Status

Fall 2013

### 1. What is “academic status” and when do I need to be concerned?

Your academic status is determined at the end of the semester after all grades have been reported [For fall 2013, all grades will be reported by the end of the day on Monday, December 23, 2013.]. Most students will maintain satisfactory academic standing, which means you have achieved a grade point average (GPA) of 2.0-4.0. In this case you may not see an additional notation on your transcript. Some students will achieve a GPA of 3.5-4.0, warranting a notation of Dean’s List on their transcript under “Awards,” if the GPA was achieved with a minimum of 12 letter-graded credits.

Some students will have a GPA lower than 2.0, warranting academic probation, suspension or dismissal. This will be noted on your transcript and in Power Campus Self-Service.

	Typical GPA Range	Requirements	Recommendation
<b>Probation</b>	1.5-1.99	Your <i>first</i> Academic Probation status serves as a warning. You must raise your cumulative GPA to 2.0 in the subsequent semester or risk suspension or dismissal. <i>Subsequent semesters of Academic Probation put you at risk for suspension or dismissal.</i>	<ul style="list-style-type: none"> <li>Meet with your advisor upon your return in January to make a plan for improving your grades in spring term.</li> <li>Make use of academic support resources such as the Academic Development Center, Access Resources, Baird Health and Counseling, your advisor and your professors’ office hours.</li> </ul>
<b>Suspension</b>	1.0-1.49	Academic suspension requires that you leave Colby-Sawyer for one semester.	<ul style="list-style-type: none"> <li>Seriously consider the <b>Academic Review Board Appeal</b> process, outlined below.</li> <li>If you do not appeal, use the semester away to reflect on what went well and what changes need to be made upon your return.</li> <li>Consider taking classes at another school during your semester away – but be sure to get them pre-approved through myRegistrar.</li> </ul>
<b>Dismissal</b>	0.0-0.99	Academic dismissal requires that you leave Colby-Sawyer permanently.	<ul style="list-style-type: none"> <li>Seriously consider the <b>Academic Review Board Appeal</b> process, outlined below. Even if you think it might be a good idea to take a semester off, you must appeal this decision in order to come back in a future semester.</li> <li>If you do not appeal, you will not be able to return to Colby-Sawyer College.</li> </ul>

**2. How do I convert letter grades to the numerical grade point average (GPA)?**

The following grid shows the GPA equivalent of letter grades. The number of credits for each class will influence the semester GPA. Classes with more credits weigh more heavily.

Letter Grade	Numeric Grade/GPA
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
D-	0.7
F	0.0

**3. If I am dismissed or suspended and have already paid my spring semester bill – when will my money be returned?**

The college will issue refunds upon official notice of withdrawal from the college registrar. Both suspensions and dismissals warrant a withdrawal.

**4. If I am dismissed, can I reapply later?**

No. Students who are dismissed from the college are not eligible to reapply.

**5. If I am suspended and don't appeal, what do I need to do in order to come back the following semester?**

You must contact Kim Sauerwein, Director of Student Success and Retention, to initiate your reinstatement for the following semester. The ideal timelines for notifying the college that you intend to return are April 1 for fall re-enrollment and November 1 for spring re-enrollment.

**6. Will I be able to live on campus when I return from suspension?**

You are welcome to return to campus housing, provided there is space in the residence halls. As you prepare to return to Colby-Sawyer, please contact Residential Education to inquire about availability and the process for placement.

**7. If I appeal my suspension or dismissal and the appeal is denied, what is the timeline for moving out of my room on campus?**

Students should plan to move out within 48 hours of their notification. If there are extenuating circumstances, please contact Residential Education to make arrangements. Once you have moved out, stop by campus safety to drop off your key and ID. If you need to send the key from home, please mail directly, in a bubble wrap envelope, to Colby-Sawyer College, ATTN: Residential Education, 541 Main Street, New London, NH 03257. There will be a charge for any keys not returned.

**8. How do I appeal my academic suspension or dismissal?**

Grade reports will be finalized by Monday, December 23, 2013. If your grades warrant probation, suspension or dismissal, you will receive an email from the Academic Dean outlining the process for an Academic Review Board Appeal. To appeal, you must submit a letter of appeal to the Director of Student Success and Retention no later than noon on Wednesday, January 8, 2014.

For more information on the appeal process or the Academic Review Board, please see page 197 of the 2013/2014 College Catalog. If you have additional questions regarding the appeal process or your academic status, you may contact the Office of Student Success and Retention January 6-8, 2014 ONLY. The college will be closed December 23-January 5, 2014.

**9. What do I write in my appeal letter?**

Your appeal letter should be approximately one page long (no longer than 2). It should clearly outline the following:

- the extenuating circumstances which caused your grades to be lower than satisfactory
- your specific plan to improve your academic performance if you return to Colby-Sawyer

**10. When and where do appeals take place?**

January 8, 2014 *Noon*     Deadline for letters of appeal to be sent to the Director of Student Success and Retention, Kim Sauerwein at [ksauerwein@colby-sawyer.edu](mailto:ksauerwein@colby-sawyer.edu)

January 6-9, 2014     Appeals will be scheduled.

January 13-17, 2014 Appeals will take place on campus. Dates, times and specific room numbers will be sent to your Colby-Sawyer email address.

### **11. What happens in an appeal?**

You will arrive to campus and report to a designated ARB waiting room – typically in Colgate Hall. Someone from the ARB will come and escort you to the appeal room. [If you have a family member or friend with you, they are welcome to stay in the waiting room, but cannot attend the appeal meeting.] Members of the ARB will have already read your appeal letter. Your grades and academic history (if you've been a student for more than one semester) will be read aloud and you will have the opportunity to verbally explain your appeal. Board members will ask you questions in order to best understand the circumstances under which you achieved your semester grades. After questions, you will be asked to go back to the waiting room while the Board deliberates. After deliberation, the Board chair and coordinator will come to the waiting room to deliver the result of your appeal. If the Board grants your appeal, they will also offer requirements and/or recommendations for your next academic semester. Requirements and recommendations may include taking classes at another institution, repeating a class at Colby-Sawyer, attending a program or event on campus, meeting with your advisor, etc.

### **12. What if I have other questions?**

You may contact Kim Sauerwein at [ksauerwein@colby-sawyer.edu](mailto:ksauerwein@colby-sawyer.edu) or by calling 603-526-3179 after January 5<sup>th</sup>. It is also recommended you work with your academic advisor on a plan for your academic success. Please note that Colby-Sawyer College is closed for holiday break and will re-open Monday, January 6<sup>th</sup> 2014.