



# St. John's College Policies and Procedures

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<b>SYSTEM: HSHS</b>	<b>MANUAL(S): HSHS St. John's College Policies</b>
<b>TITLE: Academic Standing Policy</b>	<b>ORIGINATING DEPARTMENT: St. John's College</b>
<b>EFFECTIVE DATE: 09/01/2024</b>	<b>REVISION DATE(S):</b>
<b>SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.</b>	

## Purpose:

The purpose of this policy is to define the process for determining academic standing and outcomes if good academic standing is not maintained.

## Policy:

Academic Standing review is performed for all enrolled students. Student cumulative and semester/term grade-point average (GPA) are reviewed at the end of fall semester, spring semester, and summer term, if applicable, as all students do not enroll in summer term. Only grades earned at St. John's College are used in computing a student's GPA.

## Definitions

**Grades and GPA are computed on the following scale:**

Grade	Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

**Good Standing:** Grade of C or 2.0 GPA is the mark of acceptable work and good standing.

## Academic Probation

A student is placed on Academic Probation under the following conditions:

1. Failure to maintain a grade of C or higher in a course.
2. Failure to maintain a 2.0 GPA for a semester/term.
3. Failure to maintain a cumulative 2.0 GPA.



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The student will receive notification of academic probation via student email from the Academic Dean within two (2) weeks of posted final grades.

## **Course Repeating**

A course grade of D, F, or a course withdrawal (W) must be repeated the next time the course is offered.

1. A course in which a D, F, or W is received may be repeated only one time to achieve a grade of C or higher.
2. If a C or higher is not achieved on the second course attempt, **academic dismissal** will occur.
3. The student may not progress to any course that requires the D, F, or W course as a pre-requisite.
4. The student may receive a D, F, or W in a second course and repeat per the parameters detailed above.
5. If a C or higher is not achieved on the second course attempt, **academic dismissal** will occur.
6. If a student receives a grade of D, F, or a course withdrawal (W) in a third course, **academic dismissal** will occur.

## **Academic Dismissal**

If academic dismissal occurs, the student will be notified via student email from the Academic Dean within two (2) weeks of posted final grades. The dismissed student may not enroll in any additional courses at St. John's College.

## **Academic Standing Appeal Process**

A student dismissed for academic standing may appeal the dismissal.

1. The appeal process, instructions, and deadline for receipt are included in the academic probation or academic dismissal letter.
2. The student must notify the Academic Dean of intent to appeal.
3. Student appeals must include explanations of significant extenuating circumstances or additional information relevant to the student's academic performance and a compelling plan for academic improvement.
4. Appeals are reviewed by a panel chaired by the Academic Dean. The panel includes the Dean of Students, the Registrar, the Undergraduate Chair(s), and the Graduate Chair(s).
  - a. The appeals panel attempts to balance concern for the individual student against concerns for equity across the student body.
  - b. When an appeal is granted, students are required to comply with the guidelines outlined by the appeals panel, or the original academic dismissal will take effect.
  - c. Students granted an appeal are not eligible to appeal subsequent academic dismissal.
5. Appeal decisions are final.