Cheyney University Policy SA-2010-3009

Policy on Academic Success Center Guidelines

Approved by: Student Affairs Council/ President’s Cabinet

History: Issued -- 4-22-2010

Related Policies: n/a

Additional References: n/a

A. Purpose

To describe the role and function of the Academic Success Center in providing Academic support and the monitoring of the Academic progress of students enrolled in the university.

B. Scope

The guideline applies to all students.

C. Guidelines and Procedures

Policy for Academic Standing, Effective May 2008

**Undergraduate Good Standing** – An undergraduate is considered to be in Good Academic Standing if the student’s Cumulative GPA is greater than or equal to 2.000.

**Undergraduate Notification** – An Undergraduate who fails to obtain a Cumulative GPA of less than 2.0 will be placed on “Notification”.

**Undergraduate Warning** – An Undergraduate who is or has previously been on Notification and has a Cumulative GPA less than 2.000 will be placed on Academic Warning.

**Undergraduate Probation** – An Undergraduate who is or has previously been on Academic Warning and has a Cumulative GPA less than 2.000 will be placed on Academic Probation.

**Undergraduate Dismissal** – An Undergraduate who is or has previously been on Academic Probation and has a Cumulative GPA less than 2.000 will be Dismissed from the University.
Implementation of the Monitoring of the Academic Policy

The Academic Success Center, in collaboration with the Guidance and Counseling Department, the S.E.E.K. program, the ACT 101 program, the Financial Aid office, and the Office of the Provost and Vice President for Academic Affairs, monitors the academic progress of students enrolled at Cheyney University of Pennsylvania.

First Year Students
- Regularly admitted students— the academic progress of these students is monitored by the Guidance and Counseling Department.
- Conditionally accepted students—sign a contract upon entry, participate in the S.E.E.K. program, and academic progress is monitored by the Director of the Academic Success Center.
- Second Semester Freshman—Seniors who fail to achieve Good Academic Standing are mandated by the Provost and Vice President Affairs to meet with ASC director/professional staff.
- Upper class students, who fail to achieve Good Academic Standing, are mandated by the Provost and Vice President Affairs to meet with ASC director/professional staff.
- Students will be contacted and one on one meeting with ASC Director/Professional Tutors will be arranged.
- After mid-term grade period, students receiving unsatisfactory grades will be contacted.

Programs used for Implementation of the Monitoring process:

Lack of Progress Notification
- After the Mid-term exam period, notices are mailed to all students who earned less than a “C” grade in any course by the Registrar’s Office. The ASC informs these students of the availability of tutorial assistance for the specific courses in which unsatisfactory grades were received. Students meet with the Director to discuss their Lack of Progress status as well as design an action plan which includes tutorial help.

Operation Catch-Up
- This program is a series of individual and group tutorial sessions, which are extended in session times or meeting days per week to aid students who have fallen behind in any course. These sessions may be attended by any student, but are specifically designed to address the needs of the unsatisfactory grade recipient. Tutors utilize course materials from professors, when available, to provide specialized assistance.

Study-A-Thon
- This program consists of intensive study sessions designed to help students prepare for Final Exams. The hours of operation for the ASC are generally extended during this period to ensure service to all students.