



## PROCEDURE

### Student Status – Categories and Criteria

Procedure Administrator: Assistant Provost

Authority:

Effective Date: Jan. 31, 1977; Feb. 9, 1977; Jun. 23, 2010; Jul. 8, 2014; Oct. 26, 2016

Index Cross-References: Policy II-13: Student – Course Load Categories; Policy II-16: Determination of a Student's Academic Level; Policy II-17: Academic Warning, Probation and Dismissal

Procedure File Number: 2019

Approved By: Harvey Kesselman, President

### I. PURPOSE

To define the criteria and list the categories applicable to student status.

### II. DEFINITIONS OF STUDENT STATUS

#### A. MATRICULATED

A matriculated student is one who has formally applied and been accepted for admission by the Office of Admissions or the Office of Graduate Studies, and who has satisfied the acceptance deposit requirement. Matriculated students are considered to be working toward a degree, even if they are undecided about a major upon entrance. All matriculated freshman and undergraduate transfer students with 15 or fewer accepted credits are required to show proficiency in college-level verbal and mathematical skills.

#### B. NON-MATRICULATED

A non-matriculated student is one who is interested in taking courses for credit, but who has not formally been admitted to Stockton. Non-matriculated students are not considered matriculated or working toward a degree until they complete the formal application process as described below. Non-matriculated students are not eligible for financial aid, nor are they eligible to live in campus housing.

A maximum course load for an undergraduate non-matriculated student is eight (8) credits in any term, and no more than 24 credits may be attempted in non-matriculated status. To register beyond the limit of 24 credits, the non-matriculated student must apply and be admitted as a matriculated student. Appeals of the eight credit limit may be made to the Office of the Provost; however, any appeal must clearly present substantial rationale for an exception to policy.

Except where limited by individual graduate degree programs (e.g. Doctor of Physical Therapy, Master of Science in Occupational Therapy, and the Master of Science in Communication Disorders, Doctorate of Education in Organizational Leadership), a student who is interested in taking graduate credit-bearing courses, but who is not presently working toward a degree, may enroll as a non-matriculated student. Registration for classes is on a space-available basis. Note that graduate programs may require either undergraduate or other graduate courses as prerequisites.

For a graduate degree program, normally no more than nine (9) credits may be attempted in non-matriculated status though some programs (e.g. Master of Arts in Education, Master of Arts in Instructional Technology, and Master of Business Administration) may set lower limits. For graduate certificate or endorsement programs, normally no more than six (6) graduate credits may be attempted in non-matriculated status though some programs may set lower limits. After a student reaches the maximum cap, a prospective student must apply to the graduate program through the Office of Graduate Studies. All courses in which a student receives a grade or notation (such as a W for withdrawal or I for incomplete) is counted towards this six graduate credit limit.

A non-matriculated student does not automatically qualify for matriculation after completion of course work in non-matriculated status. When the non-matriculated student wishes to change student status to matriculated, she/he must formally apply through the Office of Admissions or the Office of Graduate Studies.

Evaluation of the student includes course work taken as a non-matriculated student. Additional information concerning educational background may be required. Faculty recommendations, transcripts from all other colleges attended, test scores, and other application materials will be reviewed as part of the admissions process.

### **C. EXCEPTIONS TO NON-MATRICULATED STATUS**

Stockton University supports global engagement in part by hosting international students for short term study. When international students are admitted through the Office of Global Engagement, having met federal and institutional requirements for admittance and retention, they will maintain non-matriculated status, but will be afforded access to campus facilities and services as if a matriculated student.

An undergraduate non-matriculated international student may enroll in a maximum of 32 credits. The 32 credits may transfer into a Stockton degree program when the student applies for admission through the Office of Admission. Maximum non-matriculated credits for graduate international students are determined by academic programs.

### **III. ACADEMIC COURSE LOAD**

A student's course load is defined by the number of credits for which she/he is enrolled at any particular time. Full-time undergraduate students are those enrolled in a minimum of 12 credits during each of the fall and spring terms or eight (8) credits during a summer session. Full-time undergraduate students must be matriculated and may take an overload (more than 21 credits per term, including the summer term\*) only if they:

- have completed at least two terms as a full-time student at Stockton; and
- have achieved a cumulative GPA of at least 3.0 in all course work attempted at Stockton; and
- have no current incompletes.

Students meeting these criteria and wishing to take an academic overload must obtain a Request for Academic Overload from the Office of the Registrar. The completed form must be approved by the student's preceptor and the Director of the Center for Academic Advising or her/his designee.

\*The Summer Term means the entire summer and includes Summer Sessions I through IV.

Full-time graduate students are those enrolled in a minimum of nine (9) credits during each of the fall and spring terms and six (6) credits during the summer term.

#### **IV. STUDENT ACADEMIC LEVEL**

##### **A. UNDERGRADUATE**

Academic level for undergraduate students is based on the number of credits transferred to Stockton and/or earned by courses completed at Stockton.

Freshmen	0 to 31 Credits
Sophomores	32 to 63 Credits
Juniors	64 to 95 Credits
Seniors	96 or more Credits

##### **B. GRADUATE**

For graduate students, the student's academic level (master's or doctoral) is determined at the time of matriculation and corresponds with the academic program at the time of matriculation.

#### **V. MINIMUM ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS**

Each student's record will be reviewed for minimum academic progress each term, including summer terms. Undergraduate students must have at least a 2.0 term GPA and 2.0 cumulative GPA to maintain minimum academic progress. Failure to maintain minimum academic progress will result in placement on either academic warning, academic probation or dismissal.

## **A. ACADEMIC DISMISSAL**

If an undergraduate student's cumulative GPA is below 2.0 in two consecutive (or three cumulative) semesters, the student is subject to Academic Dismissal. Undergraduate students who subsequently earn term GPAs of at least 2.0 will be continued on academic probation for a maximum of 32 attempted credits, excluding medical withdrawals, after the initial term of academic probation in order to raise their cumulative GPA to at least 2.0. Upon dismissal, course enrollment in future terms will be canceled. If there is a procedural error in grade assignment, or in calculation of the student's cumulative GPA, an appeal of academic dismissal may be made to the Office of the Provost via [academic.appeals@stockton.edu](mailto:academic.appeals@stockton.edu). This appeal must be: in writing, accompanied by substantive evidence to support the appeal, and submitted no later than five business days following the electronic notice of academic dismissal. An appeal does not result in automatic reinstatement.

Students who are academically dismissed are considered not to be meeting the University's minimum standards of academic progress. Those on academic probation are expected to demonstrate minimum academic progress toward graduation.

### **i. NON-ACADEMIC GROUNDS FOR DISMISSAL**

Each undergraduate program may have non-academic standards to which students must adhere, in addition to the minimum required 2.0.

Students should refer to the program handbook to learn more about both academic and non-academic grounds for dismissal.

## **B. REINSTATEMENT OF ACADEMICALLY DISMISSED STUDENTS**

A dismissed student who provides new evidence of interest and determination to continue studies at Stockton may appeal to the Office of the Provost via [academic.appeals@stockton.edu](mailto:academic.appeals@stockton.edu) for reinstatement. To be eligible for reinstatement, a student must have a minimum absence of two full terms from Stockton, excluding the summer term. Reinstated students will have a maximum of 32 attempted credits (excluding medical withdrawals) starting the initial term of reinstatement in order to raise their cumulative GPA to at least 2.0. As a student attempts to make minimum academic progress by raising their cumulative GPA to 2.0, she/he must maintain at least a 2.0 term GPA to remain on academic probation.

## **C. PROCEDURE FOR REINSTATEMENT**

A student who wishes to be reinstated must submit a letter of appeal to the Office of the Provost by emailing [academic.appeals@stockton.edu](mailto:academic.appeals@stockton.edu), describing 1) why she/he wishes to return to Stockton, and 2) her/his activities during the dismissal period that would support a reinstatement decision. If granted reinstatement by the Office of the Provost, the student will be required to sign and return a reinstatement contract.

For undergraduate students, the contract will include at minimum the following terms and conditions:

- A meeting with the Center for Academic Advising to review academic progress and goals prior to enrolling for the reinstated term;
- Earning a minimum term GPA for the first term reinstated greater than a 2.0 with no grades lower than “C”; and
- Adherence to the Code of Conduct and other University policies, violation of which may subject the student to immediate dismissal.

The reinstatement process will not be completed until the contract is signed by the student. The contract must be returned to the Office of the Provost.

A student will be limited to a total of two reinstatements to Stockton via this process. An additional reinstatement can occur under the New Start program.

## **VI. MINIMUM ACADEMIC PROGRESS FOR GRADUATE STUDENTS**

Each student’s record will be reviewed for minimum academic progress each term, including summer terms. A graduate student must have at least a 3.0 term GPA and a 3.0 cumulative GPA to maintain minimum academic progress. Failure to maintain minimum academic progress will result in placement on either academic warning, academic probation or dismissal.

### **A. DISMISSAL**

A graduate student on academic probation, who does not make minimum academic progress, as outlined by her/his graduate program, is subject to dismissal from the University. Students should refer to the program information in their respective program handbooks to learn more about academic grounds for dismissal.

#### **i. NON-ACADEMIC GROUNDS FOR DISMISSAL**

Each graduate program may have non-academic standards to which students must adhere, in addition to the minimum 3.0 GPA required for students to remain enrolled in the program. Students should refer to the program information in the University Bulletin and/or in program handbooks to learn more about non-academic grounds for dismissal.

### **B. APPEALING AN ACADEMIC AND/OR A NON-ACADEMIC DISMISSAL**

An academic dismissal can be appealed by a student to the Office of the Provost via [academic.appeals@stockton.edu](mailto:academic.appeals@stockton.edu). The Office of the Provost will hear cases of dismissal based solely on procedural grounds. The Dean of the school where the graduate program resides will consider appeals of dismissal based on non-academic grounds. Appeals of non-academic dismissals will be considered based solely on procedural grounds.

**C. RE-ADMISSION FOLLOWING DISMISSAL**

Students dismissed from a graduate program may reapply to the University. A period of at least one academic year must elapse after the date of dismissal before an application for admission will be accepted for consideration. During this year, the student is prohibited from enrolling as a degree or non-degree seeking student at Stockton University. A student who has been dismissed from a graduate program may re-apply to the same program or apply to another graduate program at the University under the program requirements and policies at the time of matriculation. In applications for re-admission, to the same program or admission to another program, admission criteria shall include consideration of previous performance at the graduate level in addition to the traditional admission requirements. Individual graduate programs have the discretion of not readmitting. Students should refer to the program information in program handbooks to learn more about re-admission policies for individual programs.

Review History:

	Date
Provost's Council	7/12/2016
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