

UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES

Academic Grievance Policy

See the Student Guidebook and the Ombudsman section of this catalog.

Academic Learning Compacts (ALC)

Academic Learning Compacts (ALC) describe for each baccalaureate degree program the expected student learning outcomes with regard to communication skills, critical thinking skills, and content/discipline knowledge and skills. Each ALC includes examples of assessment methods that may be used to determine student achievement of expected student outcomes. ALCs are available on the university website at <http://www.fgcu.edu/OCI/alc.html>

Academic Standards of Behavior

FGCU is committed to a policy of honesty in academic activities. Conduct that breaches this policy, including cheating, plagiarism, and falsification of university records, shall result in academic and/or disciplinary action. The Code of Conduct, published in the Student Guidebook, is a part of the terms and conditions of admission and enrollment and applies to all undergraduate students, graduate students, and student organizations.

Academic Standing

FGCU has established minimum academic standards to which all students must adhere.

Undergraduate Academic Standing Academic actions, such as notice, warning, probation, first suspension, and indefinite suspension are applied to students who fail to meet these academic standards. Such designations do not allow the student to be considered in Good Standing – as defined below. All actions taken to enforce FGCU standards shall be reflected by notation on the student's academic record; some of these notations can be permanent.

Officially changing a course grade does not reverse these academic actions. An exception can be made when an error is committed and is stated on a Change of Grade form completed by the professor of a course.

Policies on academic warning, probation, and suspension are based on the premise that a student can overcome academic difficulty and make appropriate progress toward a degree. Colleges, schools, and departments may have academic regulations that are more restrictive than those established by the university. It is the student's responsibility to become familiar with all unit regulations and program requirements.

Good Standing. A student is in good academic standing if he or she maintains the required cumulative GPA and is eligible to continue or to re-enroll at the university. The GPA requirements are: 1-18 graded hours – 1.81 or above; 19-36 graded hours – 1.91 or above; and 37 or above – 2.00 or above. In order to be eligible for graduation, the university requires students have a cumulative GPA of 2.00.

Academic Notice and Academic Warning. A student who has 18 graded hours or less will be placed on Academic Notice when his/her cumulative grade point average (GPA) falls below or equals 1.80. A student who has between 19-36 graded hours will be placed on Academic Warning when their cumulative GPA falls below or equals 1.90. Academic notice and warning students will need to earn a minimum of 2.00 GPA

each semester until his/her cumulative GPA reaches 2.00. Failure to reach 2.00 per semester will result in Academic Probation for the following semester. FGCU is dedicated to assist students on notice and warning status achieve academic success. Notice and warning status requires students to meet with the staff in the Center for Academic Achievement and then his/her respective academic/college advisors in order to register for the following semester. For additional information concerning academic warning, contact the Center for Academic Achievement.

Academic Probation. A student who has 37 or more graded hours is placed on Academic Probation when his/her cumulative grade point average (GPA) drops below 2.00. A student placed on academic probation must earn a minimum semester GPA of 2.00 for each semester after being placed on academic probation, until his/her cumulative GPA reaches 2.00 or higher. Failure to reach 2.00 per semester will result in First Academic Suspension for the following semester. FGCU is dedicated to assisting students on probation achieve academic success. A student placed on academic probation will be restricted from registration until he/she has met with a Center for Academic Achievement representative and their respective academic university/college advisors. For additional information concerning Academic Probation, please contact the Center for Academic Assistance.

First Academic Suspension. A student on Academic Probation who fails to earn a semester GPA 2.00 will be suspended. The first academic suspension may last for one semester; after which the student will return to probationary status. Prior to registering, suspended students must meet with the Center for Academic Achievement and with their respective academic university/college advisor to develop a plan for achieving a cumulative GPA of 2.00 or higher. Academic Suspensions are noted on the student's official academic transcript.

Indefinite Suspension/Academic Dismissal. A student who has been re-admitted following the first academic suspension and who fails to achieve a semester GPA of 2.00 will be suspended indefinitely from the university. Re-admission will not be considered for a minimum of one year for any student who has been placed on indefinite suspension. Indefinite suspension will be noted on the student's official academic transcript.

Readmission after Indefinite Suspension. A student may petition the Academic Standards Committee for re-admission after the second semester of his/her indefinite suspension. Any petition for re-admission must be filed at least eight weeks prior to the semester in which re-admission is sought. The student's request for re-admission must contain:

- A completed Request for Re-admission After Indefinite Suspension form.
- A personal statement and plan of action that would reflect a sincere change in attitude or lifestyle that would support the continuation and completion of his/her higher education.
- Letters of recommendation for re-admission from the following.
 - a) The student's university/college advisor.
 - b) Program faculty who have taught the student and/or program leadership,
 - c) Center for Academic Achievement Contact Log of Compliance or letter of support.
 - d) Any other letter(s) of support the student wishes to submit.

The student's request must be submitted with all documents attached by the stated deadline period to:

The Office of the Registrar, Florida Gulf Coast University, 10501 FGCU Boulevard South, Fort Myers, FL 33965-6565.

The student's re-admission petition will be reviewed by the Academic Standards Committee and the student will be notified of the committee's decision by mail. Students have the right to attend the Committee meeting in which their petition is being heard. Notification of review will be mailed to the student.

If the student believes that there is a procedural error, he or she may petition the university ombudsman for review. The decision of the Ombudsman may be appealed through the Provost Office. The provost (or designee) will make the final decision.

Appeal Process. A student may appeal his/her suspension status by submitting a written request, with documents supporting the circumstances, to the Office of the Registrar. Academic status appeals must be received no later than one week prior to the first day of classes for the term in which the appeal is sought. The Academic Standards Committee will review the appeal and provide notification to the student of the committee's decision prior to the last day of registration for the term.

Earning credit while suspended. A FGCU freshman or sophomore student who receives a first or indefinite suspension and who subsequently receives an AA degree from another Florida public community college or SUS institution may seek to be re-admitted to the university. Students who attend other colleges or universities following first or indefinite suspension and re-apply for admission to FGCU will be classified as transfer students and re-admission will be based on total educational records.

Assessment at FGCU

One crucial function of any institution of higher education is the assessment of student learning. This happens at many levels; instructors assess students' work in class to monitor progress in achieving course-specific learning objectives and assign grades; programs assess student learning to ensure that program graduates have attained acceptable levels of knowledge and skill necessary to succeed in their chosen field of study; and institutions assess academic programs to see that they are serving the institutional mission and that graduates of the program are providing some benefit for the community.

The most noticeable (and usually the most frequent) form of assessment of student learning may be program specific assessment; students are very familiar with instructor assessment of course learning goals and assigning of grades based on those assessments. The least noticed form of assessment is likely institutional assessment, which often occurs unobtrusively and is based on measures that do not require additional effort on the part of the student. Program assessment often involves both obtrusive and unobtrusive measures; when program level assessment measures are in addition to course level assignments, students are likely to be very aware of them. Obtrusive program level assessments are often standardized tests and may measure student achievement of general competencies (such as verbal, quantitative, and critical thinking skills), discipline-specific competencies (such as state licensing examinations for some professions) or other competencies of interest.

Program assessment may be required and monitored by bodies external to the university. At Florida Gulf Coast University, program level assessment is conducted by the Office of Curriculum and Instruction and by degree programs in accordance with mandates from the Florida Board of Governors, from our regional accrediting agency the Southern Association of Colleges and Schools (SACS), and from some dis-

cipline-specific regional accrediting agencies. Because program level assessment is used to communicate the quality of an institution's educational programs to these external bodies, it is vital to the health of the university.

Center for Academic Achievement

The Center for Academic Achievement (CAA) strives to enhance students' academic growth within the University's learning environment. The basic CAA objective is to assist students in reaching their academic goals, and assist them in becoming independent and confident learners. CAA also strives to promote positive learning experiences for each student. The CAA accomplishes this objective through the Academic Retention Program, the Supplemental Instruction and Tutoring Program, mentoring, student skills workshops, and seminars. The Center for Academic Achievement is located in Library 103.

College Advising

All freshmen students will be referred to an academic advisor in the college of their declared major during the semester they anticipate completion of 24 credit hours. All undeclared/undecided students will be referred to an advisor in the College of Arts and Sciences for assistance in choosing a major.

Transfer students who are prepared to declare a major and who have 12 or more earned credit hours (including Florida public community college or university associate in arts degree holders) are required to attend an initial advising session with a college advisor during transfer orientation. While timely application to the university will ensure that articulation of credits is completed prior to orientation, it is recommended that students bring an unofficial copy of all transcripts to the orientation session. Students are encouraged to schedule regular advising sessions throughout the upper division program to monitor progress towards completion of all requirements for graduation. Please refer to the college sections of this catalog for more information regarding specific program requirements.

CLAST College-Level Academic Skills Test

CLAST is part of Florida's system of educational accountability that satisfies the mandates of Section 1008.29, Florida Statutes, and is a condition of admission to upper-division status. The CLAST is an achievement test that measures attainment of mathematics and communication skills and consists of four (4) subtests: Essay; Reading; English Language Skills; and Mathematics. All students must pass the test or satisfy an alternative to receive an Associate of Arts or a Baccalaureate degree from a Florida public institution.

NOTE: Students admitted to FGCU who already have a baccalaureate degree from a regionally accredited institution are exempt from the CLAST requirement at FGCU.

CLAST Testing Schedule

The paper-and-pencil CLAST test is administered only once per semester: February; June; and October. The test is under the control of the University of Florida and has registration deadlines in January, May, and September. All four subtests of the CLAST can be taken on the paper test. Registration is completed in the Testing Center and must be done in person. The computerized CLAST Reading, English Language Skills, and Math subtests are administered in the Testing Center during normal work hours Monday through Thursday. There is a fee for the test and a student must come to the Testing Center to register for the test and schedule an appointment. Computer testing is by appointment only.