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Policy Owner: Chief Student Journey Officer
Approved by: President
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PROBATION, DISMISSAL, AND READMISSION POLICY

ACADEMIC DISCIPLINARY ACTIONS

Academic and Disciplinary Action

Academic or disciplinary action is appropriate when there is an inadmissible level of academic performance or unacceptable student behavior before, during, or after the student is enrolled at NewU.

Academic Advising

NewU places a strong emphasis on providing academic support and guidance to each individual student throughout the duration of their studies.

Each faculty holds weekly office hours for students to receive course-related and other academic assistance. Faculty may also schedule individual meetings and consultations with students outside of class time and office hours.

Each student will be assigned a Student Success Manager. Students are required to meet with their Student Success Manager one-on-one at least once a month. These sessions cover academic, career, and resilience building topics and activities. NewU offers career development resources and placement support to all students and monitors progress toward academic degree completion and career development regularly.

Tutoring programs will be organized to support student learning. Tutoring may include faculty-led sessions and peer support as assigned by faculty where appropriate. Tutoring may be offered in some or all courses offered at NewU and may also be organized to support skills the NewU curriculum aims to develop, e.g. academic and/or creative writing and emotional intelligence development. Tutoring sessions may be optional or required toward a NewU course but will not count for additional academic credit outside of official course descriptions.

Special Academic Advising (Probation)

Students will be subject to mandatory academic advising programs should their academic performance indicate the need for such an intervention or if there is a proven and documented instance of plagiarism. Special advising may include individual progress checks and/or additional workshops devised to support student learning and personal development. Please see Academic Standing for details.

A proven and documented instance of plagiarism may lead to academic probation for the following semester. Plagiarism in senior theses or capstone projects will result in cancellation of this final work, non-recognition of credits attempted for this work, and/or academic probation.

Academic Standing

Students are considered in good academic standing if they maintain cumulative GPA above 2.0. NewU aims to promptly identify and support students in need. If the semester GPA or cumulative GPA of a student falls below 1.5, the student may be assigned additional mandatory academic advising until cumulative GPA reaches at least 1.75.

Special academic advising may be continued for a period of one more semester after this threshold has been passed to guarantee continued improvement in the student's individual academic performance.

DISMISSAL/UNENROLLMENT

NewU may unenroll any student:

- who has repeated proven and documented instances of plagiarism; or,
- who is in material or repeated breach of the Student Code of Conduct or other university policies; or,
- whose latest semester GPA is below 1.0; or,
- who is in material or repeated breach of financial obligations to the university; or,
- who fails to attend any class sessions for which the student is enrolled for any consecutive period of 30 calendar days, except for students on an approved leave of absence or who have obtained an exemption from an authorized university representative such as the Chief Student Journey Officer, the President, or a person designated by the President.

NewU may but is not obligated to readmit a student at any time:

- who has previously withdrawn from the university; or,

- who has fully paid and cleared all accrued and outstanding financial obligations to NewU, including tuition, fees, and other amounts due and any late fees or penalties; or,
- who has demonstrated to the satisfaction of NewU acting at its sole discretion that the original cause of dismissal/unenrollment is no longer applicable.

For any readmission to take effect, the following must be in place:

- the student must submit a readmission request in writing; and,
- the university must issue a decision of readmission in writing; and,
- the student must re-certify by signing or renewing signatures on all prerequisite documents required of first-time and/or returning students such as waivers, acknowledgements, student contract, etc.

APPEALS PROCESS

Any NewU student who is dissatisfied with a decision relating to a particular case of application of an academic or other policy may submit an appeal in writing before the NewU Chief Student Journey Officer. The appeal must be received within 10 (ten) calendar days after the incident. Appeals may be sent via email from the student's university email address (registered personal email address in case the university email address has been suspended), regular mail or courier postmarked accordingly, or delivered in person by the appellant.

Appeals will be reviewed and answered in writing by the Chief Student Journey Officer within 10 (ten) calendar days. The Chief Student Journey Officer may also initiate an inquiry if needed, or meet the involved parties in order to receive clarifications or attempt to achieve a satisfactory appeal resolution to all parties involved. In case the complexity of an appeal does not allow a response within the allotted time, the Chief Student Journey Officer may justify an extension of up to 30 (thirty) additional calendar days in writing to the appellant. In the case of force majeure, the Chief Student Journey Officer will also notify the appellant and inform in writing about the expected (estimated) duration of the delay. If the force majeure prevents the Chief Student Journey Officer from performing official duties, the deadline for response is extended with the period of duration of the force majeure or its immediate effects or until another university official formally takes over the duties of the Chief Student Journey Officer. In the absence of the Chief Student Journey Officer for a period longer than 10 (ten) calendar days, the Chief Student Journey Officer will authorize another senior representative of the university to perform the duties related to appeal review and resolution only for the period of the absence.

If the Chief Student Journey Officer's resolution is not satisfactory to the appellant, the student may appeal to the President, who will render a final resolution on behalf of NewU within 30 (thirty) calendar days of receiving the appeal. **[End]**