**Academic Review Process**

Students can view their final grades on PowerCAMPUS. The standard for minimum satisfactory academic standing for all students is a 2.00 cumulative grade point average (GPA). Students who have earned a cumulative GPA less than a 2.00 will be placed on Academic Probation. Students on probation who do not achieve the minimum satisfactory GPA at the end of the next semester may be suspended from the college.

Students with a cumulative grade point at 1.50 or below may be suspended and those with a 0.50 or below may be dismissed without having been placed on academic probation in a prior semester.

Letters to students who are on academic probation or suspended or dismissed will be mailed on December 26. Copies of these letters along with grade reports will be mailed to students’ parents or other individuals. Annually students are asked to provide names and addresses of their parents(s) and other individuals to whom the grade reports and letters of academic status may be released.

Students who are suspended are eligible to reapply to the college after a specific period of time, usually one semester. Students seeking readmission are asked to furnish information in the form of transcripts and/or letters of reference that indicate the student’s ability to do satisfactory academic work at Colby-Sawyer. Decisions to readmit students are made in consultation with members of the Academic Review Board. Students who are suspended from the college may not participate in internships. Students who do not return to the college after a one- or two-semester suspension are withdrawn from the college effective the final day of the last semester they were enrolled. Students who are dismissed from Colby-Sawyer may not be readmitted.

**Academic Appeals**

Students who are suspended or dismissed from the college for academic reasons may appeal to the Academic Review Board (ARB). The letter of suspension or dismissial includes the date that the student’s appeal must be received by the director of student affairs and the dates of the ARB hearings. Students who choose to appeal must send a written request for a hearing to the director of student affairs. The appeal should contain any extenuating circumstances beyond the student’s control that warrant return to the college and a strategy for achieving success that includes a plan to avoid future academic difficulties.

- The director of student affairs sets the ARB hearing date and time once the student’s appeal is received.
- Students must attend their hearing which is usually scheduled in early January (after the fall semester) or June (after the spring semester). For students who cannot attend a hearing during the usual dates, the first opportunity for a hearing may be the day before first day of classes for the upcoming semester.
- Family members and legal counsel are not permitted to attend the hearing.
- The members of the ARB will have a copy of the student’s academic record which may include mid-semester grades and records of academic dishonesty
- The chair will communicate the board’s decision to the student after the hearing and in writing to the student.
- The decision of the Academic Review Board is final.
Academic Review Board

The Academic Review Board’s (ARB) responsibilities are to review student academic appeals concerning notices of suspension, dismissal, and to communicate decisions to the students. The members of the ARB group responsible for hearing student academic appeals are the chair of the ARB, two faculty members from the ARB committee, associate dean of students or designee, director of admissions counseling, and director of student affairs (ex officio) or designee. The director of student affairs will serve as the coordinator of the ARB.