

The following information was sent to all students.

Please read this email in its entirety to ensure you are informed about your academic status.

Your grade for each class will be recorded within 48 hours of your final exam. You may review your grades through Power Campus Self-Service under “Grade Report” or “Unofficial Transcript.” **Grade reports will not be FINALIZED until the end of the day on Monday, December 22.**

Your **academic status** is determined at the end of the semester after all of your grades have been reported (Monday, December 22). Most students will maintain **satisfactory academic standing**, which means you have achieved a grade point average (GPA) of 2.0-4.0. In this case you may not see an additional notation on your transcript. Some students will achieve a GPA for the fall 2014 semester of 3.5-4.0, warranting a notation of **Dean’s List** on their transcript under “Awards,” if the GPA was achieved with a minimum of 12 letter-graded credits.

Some students will have a cumulative GPA lower than 2.0, warranting **academic probation, suspension or dismissal**. This will be noted on your transcript under “Awards.”* Please see definitions and appeal process below.

	Typical GPA Range (Cumulative)	Requirements	Recommendation
Probation	1.5-1.99 <i>Note: Students with more than one semester in this range may face suspension or dismissal.</i>	Academic Probation is a warning. You must raise your cumulative GPA to 2.0 in the subsequent semester or risk suspension or dismissal.	<ul style="list-style-type: none">• Meet with your advisor upon your return in the spring to make a plan for improving your grades next semester.• Make use of academic support resources such as the Academic Development Center, Access Resources, Baird Health and Counseling, your advisor and your professors’ office hours.

Suspension	1.0-1.49 <i>Note: Students with more than one semester in this range may face dismissal.</i>	Academic suspension requires that you leave Colby-Sawyer for one semester.	<ul style="list-style-type: none"> • Seriously consider the Academic Review Board Appeal process, outlined below. • If you do not appeal, use the semester away to reflect on what went well and what changes need to be made upon your return. • Consider taking classes at another school during your semester away – but be sure to get them pre-approved through myRegistrar.
Dismissal	0.0-0.99	Academic dismissal requires that you leave Colby-Sawyer permanently.	<ul style="list-style-type: none"> • Seriously consider the Academic Review Board Appeal process, outlined below. Even if you think it might be a good idea to take a semester off, you must appeal this decision in order to come back in a future semester. • If you do not appeal, you will not be able to return to Colby-Sawyer College.

*Note: Your academic status may change throughout finals week as your grades are being recorded. Your academic status for the semester is not final until **all** of your grades are recorded on Monday, December 22, 2014.

Appeal Process

Grade reports will be finalized by **Monday, December 22, 2014**. If your grades warrant probation, suspension or dismissal, you will receive an email from the Academic Dean or the Academic Review Board outlining the process for an Academic Review Board Appeal. If you choose to appeal, be sure to note important deadlines in the email. You will be asked to write about the extenuating circumstances which caused your grades to be lower than satisfactory and your plan to improve your academic

performance. The Academic Review Board will determine whether you will receive an online, expedited appeal or an in-person, on-campus appeal.

For more information on the appeal process or the Academic Review Board, please see page 250-251 of the [College Catalog](#). If you have additional questions regarding the appeal process or your academic status, you may contact the Office of Student Success and Retention January 5-7 ONLY. Remember, the college will be closed December 20, 2014-January 4, 2015. If you have questions before December 20, please contact me via email or phone.

Best wishes for a successful last week of classes,

Kim Sauerwein

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