



**Angelo State University**  
**Operating Policy and Procedure**

**OP 10.04: Academic Regulations Concerning Student Performance**

**ORIGIN**

**DATE:** September 1, 2007

**LAST**

**REVIEW:** October 11, 2011

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth and clarify the handling of academic regulations concerning student performance.

**REVIEW:** This OP will be reviewed in March of even-numbered years by the vice provost for academic affairs with recommended revisions forwarded through the vice presidents to the president by April 15.

**POLICY/PROCEDURE**

**1. Minimum Academic Performance**

Certain principles have been utilized in developing the regulations governing eligibility to reregister, suspension by the academic dean, and reinstatement following suspension. These principles include:

- a. The university's belief that, as long as its resources permit, each student, once admitted, should be given opportunity to demonstrate the ability to perform acceptable work;
- b. The belief that the early assumption of responsibility for one's own actions is part of the educational process;
- c. The belief that the university has particular obligations to the able student;
- d. The recognition that discouragement and mistakes are more likely to occur during the early stages of one's college career than in later semesters; and
- e. The belief that academic suspension is not designed as punishment, but is based on the principle that a student should remain eligible for academic work on campus as long as satisfactory progress is being made, within reasonable time, toward the completion of an academic program. When such progress is unsatisfactory, the student is given time to reconsider goals and career plans outside the academic setting.

## **2. Minimum Academic Requirements**

An overall 2.00 grade point average (C average) on all college-level work and a 2.00 grade point average (C average) for studies at this institution are required for graduation from Angelo State University. All degree programs require an overall 2.00 grade point average in the student's major field and a 2.00 grade point average in the major field in residence. All degree programs leading to teacher certification as well as some degree programs in the College of Business have requirements beyond the minimum identified above. Official grade point averages are not rounded up. A student who meets minimum academic requirements is in good academic standing and eligible for all extracurricular activities, as governed by the rules of the specific activity. Some academic and extracurricular programs have requirements over and above the respective minimum requirements by major.

## **3. Student's Academic Responsibility**

All students are responsible for knowing their academic status and eligibility to re-enroll in the university. If it is determined that an ineligible student has enrolled, the student will be dropped immediately. For official verification of academic status, a student should consult the academic dean.

## **4. Class Attendance**

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the university reserves the right to deal at any time with individual cases of non-attendance. An accurate record of attendance for each student must be maintained by the instructor.

In those classes where grades are affected by attendance, information to this effect must be provided in writing at the beginning of each semester. Students have a responsibility of being aware of special attendance regulations where written policies have been distributed to the class by the instructor at the beginning of the semester.

There may be a valid reason for a student's absence from class, such as illness, family emergency, or participation in an authorized university activity, and the instructor should exercise good judgment in determining if there is justification for allowing a student to make up work missed. In classes where students are absent for good cause and the instructor administers a pop test or a daily class assignment, the instructor may choose to allow the student to drop that grade(s) rather than make up the pop test or daily class assignment.

However, by written notice, instructors may place reasonable limitations upon the number and types of assignments and examinations that may be made up or dropped by students for any cause. Also, the manner in which makeup work is administered is to be determined by the instructor.

If a dispute arises between an instructor and a student over absences which cannot be resolved, the student should discuss the problem with the instructor. If the issue cannot be satisfactorily resolved, the student may appeal to the instructor's department head, academic dean, provost and vice president for academic affairs, and ultimately to the president of the university.

## **5. Additional Regulations**

Individual colleges may have regulations in addition to those described in this policy. Students should check with their respective deans for information and requirements for specific colleges.