**Academic Policy Quick Reference**

Course Withdrawal – student withdraws from one or more, but not all courses

* To begin the process, the student fills out a course withdrawal form (one per class).
* Forms can be obtained in the CEHD Advising Center, the Registrar’s Office, or online.
* Forms must be signed by the student’s faculty advisor or an advisor in the college’s advising center.
* Completed forms should be turned in to the Registrar’s Office (105 Heth Hall).
* Students are allowed up to 5 individual course withdrawals while enrolled at RU.

Withdrawal from the University – student withdraws from all classes enrolled in during the current term

* This does not count toward the 5 individual course withdrawals allowed.
* Students who withdraw from the University must apply for readmission prior to returning to RU.

Course Repeats

* Students are allowed up to 3 course repeats while enrolled at RU.
* The grade earned in the Repeat Course will replace the original grade in the course repeated.
* The Repetition of Courses policy is applied automatically by the registrar.
* Caution! - If the student receives a lower grade while attempting a repeat, the most recent grade will count in calculating the student’s GPA. If a student repeats a course in which he or she received a passing grade and fails the repeat course, the credit earned previously will remain but both the original and repeat grades will be calculated in the GPA.
* Additional credit hours will not be awarded unless the course grade was “F.”
* If the third Repeat Course is taken in a semester or summer session in which one or more other courses are being retaken, the student will be asked by the Office of the Registrar to identify the course to be treated as the third repeat. If the student does not respond to this request, the Repeat Course will be the one in which the grade earned most improves the student’s cumulative grade point average.

Suspension/Probation

* Academic standing is reviewed at the end of each term (including Augustmester and Wintermester).
* Any student who is not subject to suspension, but has below a 2.0 overall GPA will be placed on academic probation.
* The suspension threshold is determined by the number of credits attempted:

|  |  |
| --- | --- |
| Hours Attempted | GPA Needed to Avoid Suspension |
| 13-23 | 1.00 |
| 24-35 | 1.50 |
| 36-47 | 1.80 |
| 48+ | 2.00 |

* Students can take classes at another institution while away from RU, but transfer classes will not impact the RU GPA.
* Students who are suspended from RU must wait at least one term (Fall or Spring) before returning.