

Title:	SELL Student Retention Policy
Last Updated:	April 2021

I. Introduction

This policy outlines the program retention standards for the Special Education, Language, and Literacy (SELL) department. The primary purpose of these standards is to help students avoid continuing in a major/program that is not an appropriate fit for them.

All students in the SELL department are subject to this policy after being matriculated in the department for one semester. All non-matriculated and provisional students are immediately subject to this policy after matriculation in the department.

II. Policy

In the SELL department, criteria have been set for each program/major that determine if or when a student needs additional academic support. This policy covers the procedures all programs and majors in the SELL department use to put academic support in place and for when a student is dismissed from the program/major. Programs/Majors in the SELL department can use any combination or all of the following benchmarks for determining if the major/program is an appropriate fit for the student:

- A. Meeting minimum GPA requirements
- B. Meeting minimum criteria for student dispositions
- C. Meeting minimum grades in all pre-determined courses

Each program/major will publish, in the appropriate TCNJ undergraduate or graduate bulletin, which of the above benchmarks are used to determine appropriate fit along with any specific criteria the program requires for the benchmark. If a student does not meet any of the criteria *that have been specified by the program/major in which they are matriculated*, the SELL department reserves the right to dismiss the student from the program in accordance with the procedures described in this policy.

A. Meeting Minimum GPA Requirements

Undergraduate students

If an undergraduate student has a cumulative GPA below the established threshold of the program/major the student will have an advising hold added to their account, requiring that student to meet with their SELL department advisor. The student is expected to consult with their SELL department advisor to develop a written plan of action to raise their cumulative GPA above the thresholds set by the program/major and to submit this plan of action to the SELL Department Chair for approval. Once the minimum GPA is met, the advising hold will be removed.

If by the end of two subsequent, consecutive semesters* following the initial advising hold, the student's cumulative GPA does not rise above the established threshold, the department reserves the right to dismiss the student from the program/major.

Graduate students

Any student whose grade point average (GPA) falls below 3.0 during any semester (fall, spring), or summer session (1,2, or 3), will have an advising hold added to their account, requiring that student to meet with their SELL department advisor. The student is expected to consult with their SELL department advisor to develop a written plan of action to raise their cumulative GPA above the thresholds set by the program and to submit this plan of action to the SELL Department Chair for approval. Once the minimum GPA is met, the advising hold will be removed.

As per TCNJ policy, at the end of the next semester or summer session in which the student is enrolled in classes (excluding winter term), the student will be dismissed if an overall GPA of 3.0 is not achieved.

B. Meeting Minimum Criteria for Student Dispositions

Each program/major that requires disposition assessments will be used their published criteria to determine if students need extra support. Any student needing support will have an advising hold added to their account, requiring that student to meet with their SELL department advisor. The student is expected to consult with their SELL department advisor and the program coordinator to discuss next steps. Documentation from this meeting that includes a timeline of next steps and criteria used to determine success will be shared with the Department Chair. Once disposition concerns have been addressed, the advising hold will be

removed. If criteria set in the documentation are not met or the timeline of next steps are not enacted, the department reserves the right to dismiss the student from the program.

C. Meeting Minimum Grades in All Pre-Determined Courses

If a student does not earn the minimum grade in any predetermined course, an advising hold will be added to their account. Students who do not earn minimum grades in predetermined courses are required to meet with their SELL department advisor, retake the course in order to work toward achieving the minimum grade, and work with their SELL department advisor to make changes to their schedule of courses for the next semester should the student not be able to progress to the next courses in their program/major. Students must retake any course where they have not earned the minimum grade in the next semester it is offered. Once all minimum grades have been earned after retaking a course, the advising hold will be removed. If, after 2 attempts, the student has not earned the minimum grade required, the department reserves the right to dismiss the student from the program/major.

D. Appeal Process

A student may appeal dismissal from the major/program, or argue for reinstatement into the major/program following dismissal, by arranging a meeting with the SELL Department Chair and filing a formal appeal. The student bears the burden to support their appeal, which must be submitted to the Department Chair in writing. In the case of a successful appeal, the Department Chair may grant permission for the student to take a SELL course for a third time if a minimum grade is required.

*Only Fall and Spring semesters are considered when reviewing students on probation.