

ADMINISTRATIVE DIVISION – ACADEMIC AFFAIRS
POLICY NUMBER – ACAF 7.21
POLICY TITLE – UNDERGRADUATE CONTINUATION STANDARDS
SCOPE OF POLICY – USC UPSTATE
DATE OF REVISION – SEPTEMBER 22, 2025
RESPONSIBLE OFFICER – SENIOR VICE CHANCELLOR FOR ACADEMIC AFFAIRS
ADMINISTRATIVE OFFICE – OFFICE OF THE PROVOST

PURPOSE

This policy aims to ensure that each undergraduate student receives the necessary support for timely degree progression, while also holding students accountable for their academic performance. This policy also aims to prevent and protect students from spending unnecessary time and potentially accumulating unnecessary debt while pursuing a degree.*

DEFINITIONS

Probation: students who attempt at least 12 hours in a semester without earning a 2.0 GPA are placed on probation. Students not making satisfactory academic progress after two semesters on probation will be placed on 1st suspension.

Satisfactory Academic Progress (SAP): earning 67% of all credits attempted with a GPA of 2.0 or higher.

Suspension: students whose institutional GPA is below a 2.0 and/or who have not earned 67% of credits attempted after two semesters on probation with required academic supports will not be allowed to remain enrolled at the institution and will be placed on 1st suspension.

POLICY STATEMENT ON CONTINUATION STANDARDS

We believe it is our responsibility to provide academic supports to students not yet making satisfactory academic progress. Similarly, we hold students responsible to engage with all prescribed academic supports in order to make timely progress toward their degree. This policy is intended to reduce the number of semesters students spend at Upstate without making satisfactory progress toward a degree.

Academic Probation – Students who do not make satisfactory academic progress will be required to sign a Pledge agreeing to work with an Academic Life Coach or an Academic

Advisor and to participate fully in all prescribed academic support interventions for the following two semesters.

Academic Suspension – students who are not making satisfactory academic progress after two semesters on probation with required academic supports will be placed on 1st suspension.

PROCEDURES

Continuing Students Placed on Probation

1. Enrollment Services will provide Academic Affairs with a list of continuing students placed on probation as soon as final grades are posted.
2. Students on probation will sign a Student Success Pledge with Student Success agreeing to actively participate in all interventions. Students not signing the Pledge before the end of the Add/Drop period will have their schedule dropped and a registration hold placed on their account.
3. A Student Success staff member will meet with students to determine appropriate interventions. Student Success will maintain a database of participation in all interventions and track student academic success. Academic progress will be assessed at week 3 and at midterm. Students showing signs of academic risk (i.e., early alert flags) will receive escalated interventions at week 3 and at midterm that may include required meetings with Academic Affairs/Student Success Leadership and may result in Student Success Holds being placed on accounts to prevent students from registering for the following semester. This hold may be removed by meeting with Academic Affairs/Student Success Leadership to provide documentation regarding any extenuating circumstances that prevented participation in academic supports and participation in coursework.
4. After 1 Semester on Probation.
 - a. Students complying with all interventions and making satisfactory academic progress will continue to participate in academic supports for a second semester.
 - b. Students complying with all interventions but who do not make satisfactory academic progress will continue on a second semester of probation with academic supports in place.
 - c. Students not complying with all interventions who do not make satisfactory academic progress will have a Student Success Hold placed on their account and be dropped from classes. The hold may be removed by meeting with Academic Affairs/Student Success Leadership to explain any extenuating circumstances that prevented participation in academic supports and participation in coursework.

- d. Students not complying with interventions but making satisfactory academic progress must meet with Student Success/Academic Affairs leadership to determine which supports will be required for the second semester on probation.
5. After 2 semesters on Probation
- a. Students making satisfactory academic progress after two semesters of academic supports will transition away from Academic Life Coaching to professional advising supports.
 - b. Students not making satisfactory academic progress after two semesters on probation with academic supports will be placed on suspension.

Students Placed on Suspension

1. Enrollment Services will provide Academic Affairs with a list of continuing students placed on suspension as soon as final grades are posted.
2. Students on 1st, 2nd, or 3rd suspension who have not participated in the required academic supports while on probation will not be encouraged to appeal the suspension.
3. If there are documented extenuating circumstances that prevented the student from participating in academic supports and from making satisfactory academic progress, students on 1st suspension are encouraged to file a suspension appeal. Suspension appeals contain the following information:
 - a. A narrative with supporting documentation explaining the extenuating circumstances that explains the lack of participation in academic supports and lack of progress toward degree
 - b. A SEP plan through to graduation
 - c. A confidential letter sent directly from their advisor or academic coach to the Registrar's office that speaks to
 - i. the barriers the student has faced and whether they have been resolved,
 - ii. a reflection on how motivated the student is to complete a degree,
 - iii. a statement on how likely the advisor thinks it is that the student can be successful in a future semester, and
 - iv. conditions that might promote better success in a future semester, such as part-time enrollment, change of major, working fewer hours.
4. The following data will be provided to a three-member appeal review committee to review prior to making a decision about the appeal: # semesters of unsatisfactory academic progress at USC Upstate, Hours Earned and Hours Attempted at USC

Upstate, Total Hours Earned toward Degree, extent of participation in academic supports, concerns from Financial Aid, Dean of Students, or Director of Graduate studies as appropriate, and if the student is living on campus.

5. The appeal review committee will consist of two Student Success staff members (the Assistant Vice Chancellor for Student Success and one other person from that area selected by the AVC) and the Chair of the Student Services Committee. Appeals will be reviewed on a rolling basis with the goal of returning a decision to the Registrar within 48 business hours.
6. The Registrar will notify students if their appeal was approved and communicate the requirement that all approved appeals require students to sign a pledge agreeing to fully participate in all supports recommended by Student Success staff before the Registrar changes their status to readmitted.
7. A Student Success staff member will meet with Suspended/Readmitted students to determine appropriate interventions. Student Success will maintain a database of participation in all interventions and track student academic success. Academic progress will be assessed at week 3 and at midterm. Students showing signs of academic risk (i.e., early alert flags) will receive escalated interventions at week 3 and at midterm that may include required meetings with Academic Affairs/Student Success Leadership and may result in Student Success Holds being placed on accounts to prevent students from registering for the following semester. This hold may be removed by meeting with Academic Affairs/Student Success Leadership to provide documentation and explanation of any extenuating circumstances that prevented participation in academic supports and participation in coursework.
8. Suspended Readmitted students who do not make satisfactory academic progress will be suspended. Suspended Readmitted students who do make satisfactory academic progress will continue to meet with their Academic Coach and meet the requirements of the Student Success Pledge for a second semester of supports.
9. Students placed on suspension may choose to enroll in 6 hours of summer course work. Students must work with Academic Life Coaches and agree to participate in all interventions over the summer. If satisfactory academic progress is made on those two classes then students will start the fall semester on probation. Students must sign the Student Success Pledge and agree to work with an Academic Life Coach prior to be permitted to register for fall classes. If students do not pass the two enrolled courses with a C or better, then they return to the suspension status in place at the beginning of the summer and not be able to register for fall classes without a successful appeal of their suspension.

* Students removed from the University due to violations of the student code of conduct are not to follow the direction of this policy and will need to comply with the direction of the University's Division of Student Affairs Conduct Office.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

[Faculty Manual](#)

[Academic Catalog](#)

HISTORY OF REVISIONS

- September 22, 2025 – New policy approval