

Procedure

Automating Academic Probation

Reviewed by Graduate Coordinators – June, July 2004
Finalized by Graduate Coordinators – August 25, 2004
Approved by Graduate Studies Interim Dean– August 27, 2004
Implementation: System software set-up Fall 2004; students automatically on probation for Spring 2005

Signed original on file in Graduate Studies _____ 8/27/04
Graduate Studies Dean _____ Date

Current policy requires students be “In Good Standing” – defined in the 2003-04 Graduate Catalog as follows:

In Good Standing

Graduate students must maintain an overall average of 3.0 (“B”) in all courses, and meet the requirements of the degree program to be considered “in good standing.” No grade below “C” will be accepted toward a graduate degree. This includes C- grades. All grades will be counted in computing the overall grade point average (GPA).

Any student who is not in good standing at the end of a semester shall be placed on probation. The College or Program may also place students on probation for other reasons as designated. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean and the Dean of Graduate Studies. At the end of the probationary semester, the Department shall recommend to the College Dean, in writing, one of three alternatives:

- (1) removal of probation,
- (2) continued probation,
- (3) dismissal from the degree program.

The Dean of Graduate Studies, upon recommendation by the Dean of the student’s college, may dismiss the student from a degree-seeking status after one semester of probation. The inability of a Veteran Student to achieve a passing cumulative GPA after two consecutive semesters of probationary status will result in termination.

Automation of Academic Probation

Per the University policy, a student is placed on probation at the end of the semester when the overall GPA falls below 3.0. BANNER is able to automate this process using rules based on the University Policy. The policy requires a minimum grade point average of 3.0 in all coursework earned after admission to a graduate degree program to remain in good standing. BANNER has the capability of updating academic standing to indicate which students have fallen below the required 3.0 GPA. In BANNER the GPA is truncated to two decimals. For example, a student with a 2.9834 GPA would have a 2.98 GPA. Since this is below the required 3.0 GPA, the student would be placed on Academic Probation.

Implementation

The system adjustments will be established for Fall 2004 so that the automation process will be in effect for Spring 2005. For example, students with a GPA below 3.0 as of the end of Fall 2004 would then be automatically placed on academic probation for Spring 2005.

How it will Work:

Semester 1

1. Student “in good standing” takes classes
2. The Registrar posts the grades

3. The Student's GPA as of the end of the semester is below 3.0
4. The Student is placed on **Academic Probation – level P1** automatically after grades are posted
5. The Student's "Academic Standing" on their OASIS Screen is updated to read "P1 - Academic Probation"
6. The Student is notified via automated email (see example) to check their OASIS account
7. Graduate Studies sends a list of all students on Academic Probation to the College Graduate Coordinator
8. College notifies Program Director/Faculty/Department
9. College/Program work with the student to establish a plan to address probation

Semester 2

1. Student, now on P1 status, takes classes
 - a. Note: probationary status does not skip a semester in cases where a student chooses to take only non-grade-able hours. The substandard GPA should be addressed in the semester the student is on P1-Academic Probation status. Failure of the student to bring the GPA up to the required 3.0 will result in the student moving to the next level of academic probation and/or dismissal.
 - b. Student takes grade-able hours (i.e. courses where a grade is assigned and computed in the GPA); **OR** non-grade-able hours (i.e. courses where a grade is assigned, but not computed in the GPA; Thesis/Dissertation hours, S/U, etc.)
2. The Registrar posts the grades
3. The Student's GPA at the end of the semester is still below 3.0
4. The Student is placed on **Academic Probation – level P2** immediately after grades are posted
5. The Student's "Academic Standing" on their OASIS Screen now reads "P2 - Academic Probation"
6. The Student is notified via automated email (see example) to check their OASIS account
7. The Student is mailed an automated hard-copy letter (see example) sent from Graduate Studies regarding probation status; a copy is sent to the College for the file
8. Graduate Studies sends a list of all students on Academic Probation to the College Graduate Coordinator
9. College notifies Program Director/Faculty/Department
10. The College/Program may select to either 1) remove probation 2) continue probation or 3) dismiss from the degree program.
11. Once grades are posted, and/or after academic standings are updated weekly in Banner, Graduate Studies will run a query to place an administrative hold on the student's registration.
12. The student must contact his or her advisor to have the hold removed or overridden
 - a. College Graduate Coordinators (Associate Deans or designee) have the capability of putting an override in to remove the hold, thereby allowing registration. The override should take place only after a plan to address probation is established.
 - b. *Note: some students may have registered early and would therefore not learn of the hold until the following semester when they register, or during the first five days of classes if they need to drop/add.*

Semester 3

1. Student, now on P2 status, takes classes (after receiving clearance/override to register)
 - a. Student takes grade-able hours (i.e. courses where a grade is assigned and computed in the GPA); **OR** non-grade-able hours (i.e. courses where a grade is assigned, but not computed in the GPA; Thesis/Dissertation hours, S/U, etc.)
 - b. *Note: probationary status does not skip a semester in cases where a student chooses to take only non-grade-able hours. The substandard GPA should be addressed in the semester the student is on P1-Academic Probation status. Failure of the student to bring the GPA up to the required 3.0 will result in the student moving to the next level of academic probation and/or dismissal.*
2. The Registrar posts the grades.
3. The Student's GPA at the end of the semester is still below 3.0.
4. The Student is placed on **FINAL Academic Probation – level P3** immediately after grades are posted.
5. Financial Aid Blocks disbursement of Financial Aid Awards at P3 status.
6. Veteran Affairs benefits are terminated at P3 status.
7. The Student's "Academic Standing" on their OASIS Screen is updated to read "P3- FINAL Academic Probation."
8. The Student is notified via automated email (see example) to check their OASIS account.

9. The Student is mailed an automated hard-copy letter (see example) sent from Graduate Studies regarding probation status; a copy is sent to the College for the file.
10. Graduate Studies sends a list of all students on Academic Probation to the College Graduate Coordinator.
11. College notifies Program Director/Faculty/Department.
12. Once grades are posted, or after academic standings are updated weekly in Banner, Graduate Studies will run a query to place a hold on the student's registration.
13. The student must contact his or her advisor to have the hold removed.
 - a. College Graduate Coordinators (Associate Deans or designee) have the capability of putting an override in to remove the hold, thereby allowing registration. The override should take place only after a plan to address probation is established.
 - b. *Note: some students may have registered early and would therefore not learn of the hold until the following semester when they register, or during the first five days of classes if they need to drop/add.*
14. BANNER sends a "P3 Report Cover Letter" listing all P3 students to each College Coordinator. The College must select an action based on the options listed in the current Graduate Catalog:
 - a. Remove probation
 - b. Continue probation***
 - c. Dismiss from the degree programThe Cover Letter must be returned to Graduate Studies by each semester's Deadline to Withdraw without Academic Penalty.
15. The College Dean approves the option selected and then notifies the Graduate Studies Dean by sending a copy of the "P3 Report Cover Letter" to the Dean by the "Deadline to Withdraw Without Academic Penalty," as noted in the Regular Academic Calendar, designating which action is being taken for each student and including justification for the selection. Depending on the action selected, the College submits to Graduate Studies for each student, either the
 - a. Probation Extension Form (see example; *Note: this form may not be needed if all information is included on the P3 Report Cover Letter;*) or
 - b. Academic Dismissal Form (see example)

***If the probation is extended, the Registrar's Office would need to be notified and the P3 standing overridden. We currently have a process in place to handle the dismissals. A form will be created for this purpose.

BANNER Rules

The following rules would apply to the automated process:

1. A student with an overall GPA between 3.00 and 4.00 has "Graduate Standing" (i.e. is "in good standing.")
2. A student who attempts .10 to 999.999 grade-able hours and has an overall GPA between 0.00 and 2.99 is moved to a P1 (probation 1) status.
3. A student who attempts .10 to 999.999 grade-able or non-grade-able hours and remains with an overall GPA between 0.00 and 2.99 is then moved to a P2 (Probation 2) status.
4. A student who attempts .10 to 999.999 grade-able or non-grade-able hours and remains with an overall GPA between 0.00 and 2.99 is then moved to a P3 (Final Probation) status.
5. If a student is on probation and fails all of the courses in a term, academic standing is updated to the next level (i.e. P2/P3, or Academic Dismissal if determined by the College.)
6. If a student's GPA changes in any given week, the graduate standing is updated when the reports are run for that week. A student may be removed from probation, or placed on probation, following an action such as a change of grade, completion of a missing or incomplete grade, etc.

Academic Dismissal

Under this proposal academic dismissal is NOT automated. Current procedures for academic dismissal, as specified in the Graduate Catalog, are to be followed. The policy pertaining to Academic Probation and Academic Dismissal are undergoing review and revision. Should the revisions include a more clearly defined academic dismissal requirement, the P1/P2/P3 system could be updated to a P1/P2/AD (Academic Dismissal) system with minor adjustments to rules. However, this would not take place until Fall 2005 at the earliest, pending approval from all required personnel. Therefore, if a program/college wish to academically dismiss a student, they may do so after the first semester, as the policy states. If a student is on academic probation and gets to the P3 status, academic dismissal would be achieved by submitting the Academic Dismissal form as has been done up to this time.

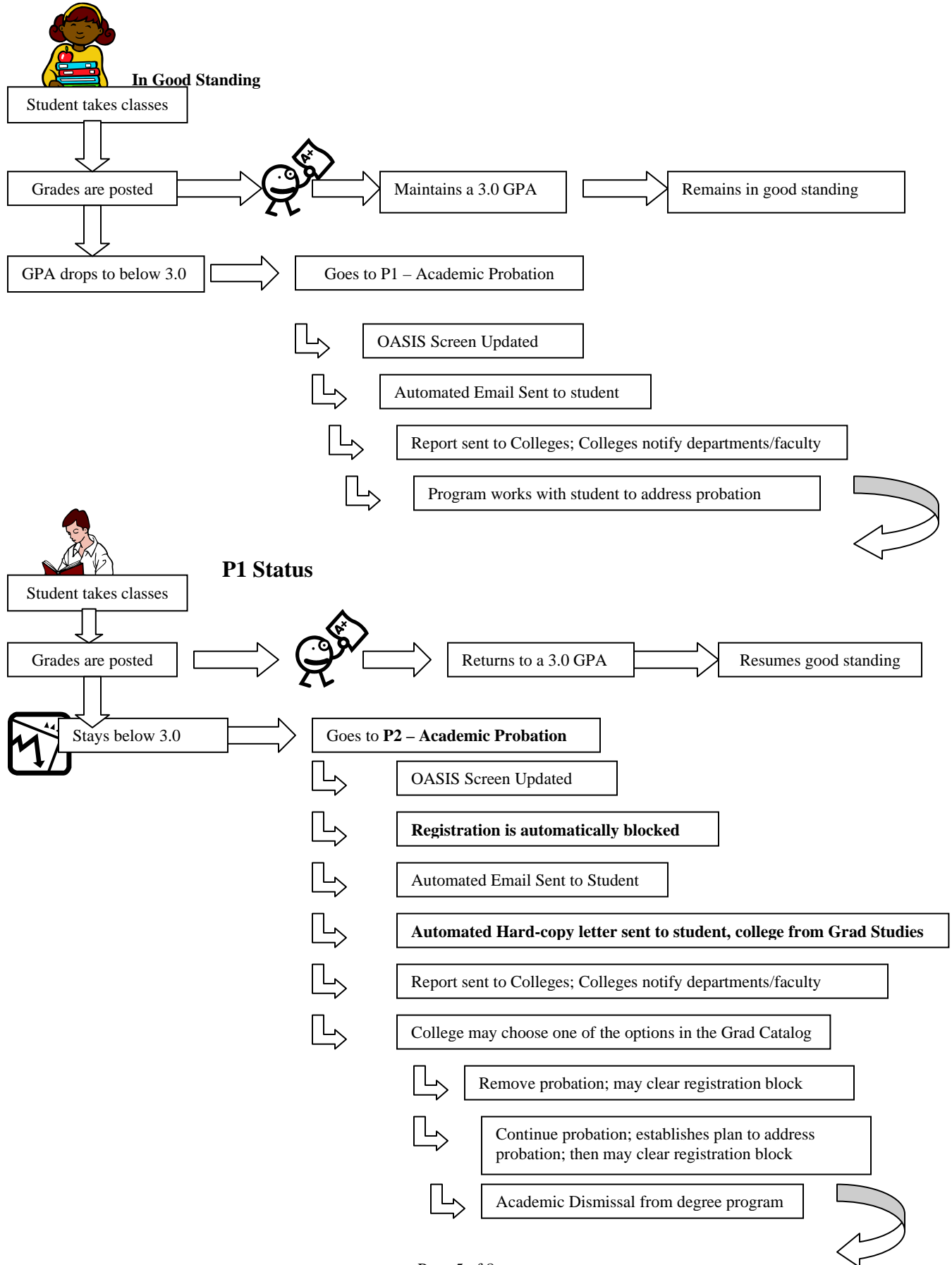
Student Options after Dismissal

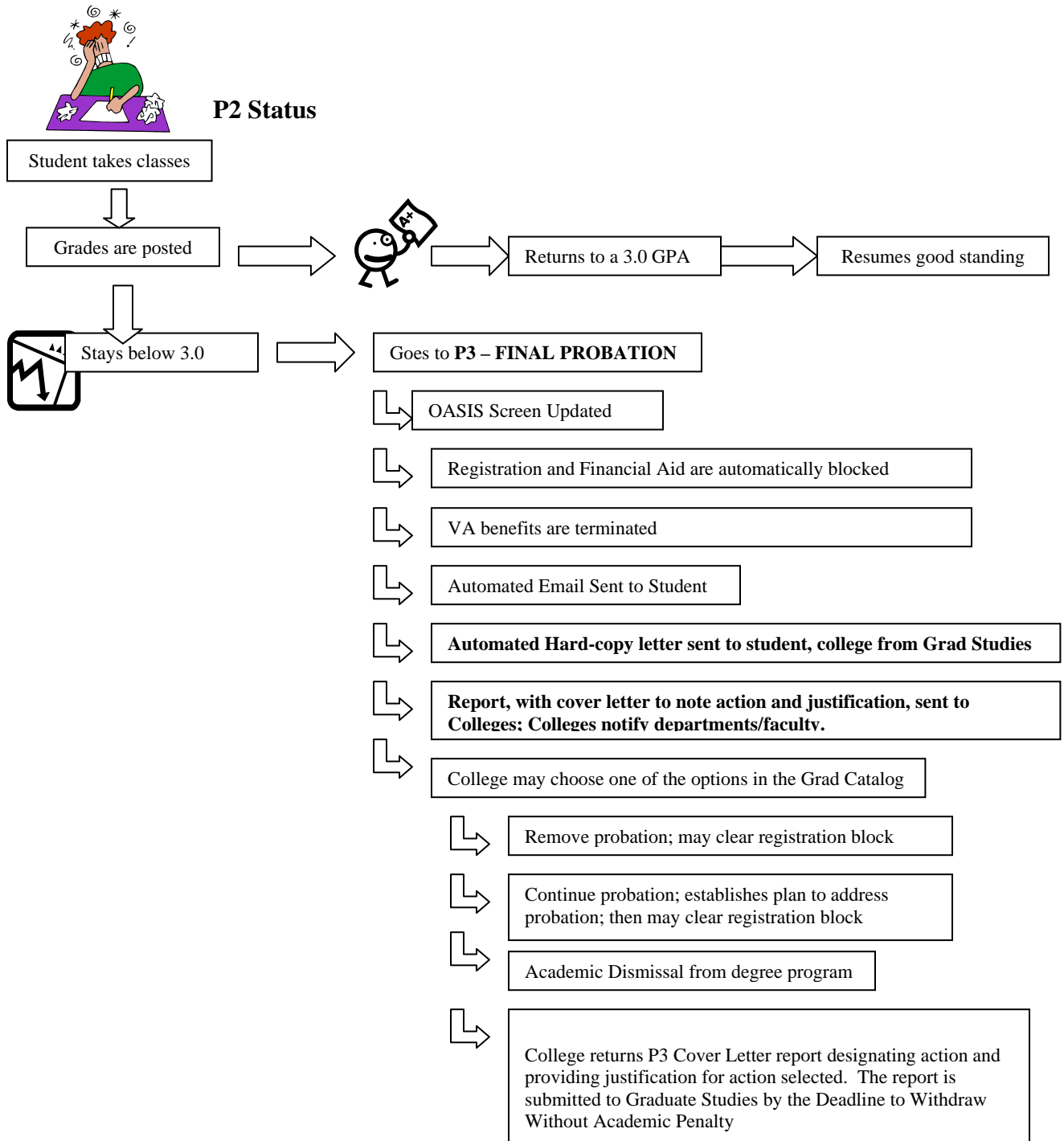
If a student is academically dismissed, they may apply for admission to the same program, or another program, if they so choose. However, the admission would be considered a new admission. All applications, fees, etc. would be required of the student. If the student is admitted into the same program or another program, then the policies and requirements of the Graduate Catalog in effect at the time of the admission would apply.

Note About Transcripts

Unofficial transcripts will reflect the academic probation status and updates. Official transcripts will not include academic probation statements. Official transcripts will include notations about academic dismissals.

Automating Academic Probation Process Chart:





Academic Probation Email (P1) EXAMPLE

Dear Student's Name:

Please visit the *Online Access Student Information Systems* (OASIS) for IMPORTANT INFORMATION.

Oasis Login (<http://usfonline.admin.usf.edu/>)

I encourage you to contact the faculty advisor to answer any program related questions. For program contact information please visit the following website.

Graduate Programs (<http://admissions.grad.usf.edu/programs.asp>)

Please contact Graduate Studies at 813-974-8800 or Toll Free at 1-866-974-8800 with any questions/comments.

Thank you,

Kelli McCormack Brown, Ph.D., CHES
Interim Dean of Graduate Studies
<http://www.grad.usf.edu/>

Academic Probation Email (P2 & P3) EXAMPLE

Dear Student's Name:

Please visit the *Online Access Student Information Systems* (OASIS) for IMPORTANT INFORMATION.

Oasis Login (<http://usfonline.admin.usf.edu/>)

I encourage you to contact the faculty advisor to answer any program related questions. For program contact information please visit the following website.

Graduate Programs (<http://admissions.grad.usf.edu/programs.asp>)

Please contact Graduate Studies at 813-974-8800 or Toll Free at 1-866-974-8800 with any questions/comments.

Thank you,

Kelli McCormack Brown, Ph.D., CHES
Interim Dean of Graduate Studies
<http://www.grad.usf.edu/>