

Probation, Dismissal and Appeal – Graduate

Background

Students are subject to probation or dismissal if they are not making satisfactory academic progress. The degree Program Director is responsible for making dismissal decision based on his/her judgment about the student's ability to succeed academically. SPEA IUPUI's probation and dismissal decision tree forms the basis for making these decisions. The dismissal process includes a provision to allow students to appeal a decision to dismiss.

Policy

Good Academic Standing

Students are in good academic standing when their semester and their cumulative grade point averages are 3.00.

Probation

A student will be placed on academic probation if his/her cumulative or semester grade point average is below 3.00. If a student is not making satisfactory progress toward a degree at the conclusion of the probation semester, the student may be dismissed from the school.

Dismissal

If, in the opinion of the appropriate program director, a student is not making satisfactory progress toward his/her degree, he/she may be dismissed. Dismissed students will have their upcoming semester courses cancelled.

Responsibilities

- ✓ The student is responsible for knowing the requirements for good standing and for following instructions related to the appeal of dismissal.
- ✓ The Director of Student Services, Manager of Graduate Student Services, and Graduate Recorder are responsible for establishing the schedule for the probation and dismissal review.
- ✓ The Student Services staff is responsible for conducting the initial probation and dismissal review according to the Probation and Dismissal Review Process. This process includes the following:
 - The Student Services Recorder is responsible for identifying students who require review, conducting audits, pulling files for review.
 - The Director of Student Services and Manager of Graduate Student Services are responsible for 1) the initial review of files to identify students who may be subject to dismissal based on the graduate student probation policy, and 2) making preliminary recommendations.
- ✓ The Appropriate Program Director and Manager of Graduate Student Services are responsible for reviewing the files of students preliminarily recommended for dismissal.
- ✓ The Appropriate Program Director is responsible for making final decisions to dismiss graduate students.
- ✓ The Graduate Recorder, Administrative Assistant, and Manager of Graduate Student Services are responsible for preparing and sending dismissal notifications.
- ✓ The Director of Student Services is responsible for maintaining security over student information.

Procedure

1. The Director of Student Services with assistance from the Graduate Recorder, and Manager of Graduate Student Services 1) establishes the schedule for Probation/Dismissal Review to ensure the review is completed as soon as possible after final grades are issued and 2) circulates the schedule to the needed staff.
2. The Student Services staff follows the steps of the Probation/Dismissal Review Process according to the schedule established in the Probation and Dismissal Review Process. (Attachment 1)
3. The Director of Student Services and Manager of Graduate Student Services conducts audits to assign preliminary probation or dismissal designations.

4. The Appropriate Program Director and either Manager of Graduate Student Services and/or the Director of Student Services meet to discuss the probation and dismissal cases. The Appropriate Program Director is responsible for making 1) final decisions to dismiss students and 2) final decisions to place students on probation. The Appropriate Program Director is responsible for making decisions to place conditions, which may include specific courses that must be taken, limits on credit hours, requirements to seek academic supports, and other conditions as appropriate to help ensure the student's success.
5. The Director of Student Services or Manager of Graduate Student Services is responsible for notifying students of the good standing, probation, and dismissal decisions. Notification is made by:
 - a. letter sent via regular mail for all decisions
 - b. email for time-sensitive decisions (at the end of the Fall Semester (for students who are registered for the Spring Semester and at the end of the Spring Semester (for students who are registered for the summer sessions)
6. The Director of Student Services and Manager of Graduate Services are responsible for maintaining a record of probation and dismissal decisions.
7. The Director of Student Services is responsible for maintaining security and privacy of academic records and he/she coordinates the shredding of extra copies of audits or other information used in the review process.

Documentation

- ✓ Probation and Dismissal Review Process for Undergraduate Students (Attachment 1)
- ✓ Decision Letter Templates (Attachment 2)
 - Probation
 - Continue on Probation
 - Dismissal
- ✓ Administrative Withdrawal Form (formerly Z Form) (Attachment 3)

Probation/Dismissal Review Timeline

Schedule	Activity
Two Weeks Before Grades Are Due	<p>Director of Student Services coordinates with Appropriate Program Director to set dates for review of students slated for probation or dismissal. Ensure that dates for final review allow time to make final decisions before 100% refund expires.</p> <p>Director of Student Services runs reports of students currently on probation and gives to Graduate Recorder for processing.</p>
Graduate Recorder	Prepares Probation Summary Sheets for each student on list and includes student ID number and name.
Two – Three Days Before Grades Are Due	Administrative Assistant pulls files for students on probation and places the files in boxes in alpha order.
1 st Day Grades Available	<p>Recorders and Administrative Assistant begin at 7:30 a.m. Recorders print audits that go with Probation Summary Sheets and files for students currently on probation– run in batch if possible.</p> <p>Combines Probation Summary Sheets with audits and places on file front of file. Keep audits and Probation Summary Sheets with files, in alpha order).</p>
1 st Day Grades Available	Recorder generates audits for newly identified students w/SGPA and CGPA < 3.00 and gives files with Summary Sheets and audits to Director of Student Services and/or Manager of Graduate Student Services for initial review.
Deadline Date for Dismissal	Appropriate Program Director reviews records of students currently on probation and those slated for probation or dismissal and makes final decisions.
1 st Day Grades Available	Director of Student Services enters decisions in spreadsheet of students placed on probation or recommended for dismissal.
1 st Day Grades Available	<p>Administrative Assistant and Graduate Student Recorder generate probation and dismissal letters and update SSI and files.</p> <p>Recorders, Administrative Assistant, and Director of Student Services place negative service indicators on students' records.</p> <p>Recorder updates text of Service Indicators to include final dismissal status.</p> <p>Director of Student Services enters final decisions in Spreadsheet.</p>
Prior to 100 % Refund	Recorder completes Z form to administratively withdrawal all students who have been dismissed and are registered for upcoming semester and submits to Registrar's Office prior to the 100% refund period

Date

Student Name
Address
City, State, Zip

Dear Student:

This letter is to inform you that the School of Public and Environmental Affairs has placed you on academic probation based upon your grades for the Spring 2007 semester. **This means you will not be allowed to register for future classes without first MEETING with insert faculty advisor, your faculty advisor, regarding your academic status and plans for remediation.** Consequently, a negative service indicator has been placed on your record, preventing you from registering for future semesters until you meet with your academic advisor. Negative service indicators can be seen in OneStart on the Self-Service tab under the Registrar's heading. Click on "Holds on my Record".

SPEA policy dictates that any graduate student whose semester or cumulative grade point average falls below a 3.0 is considered to be on academic probation. Students who are placed on academic probation or who were admitted provisionally, are required to attain an average of at least 3.0 for all work completed by the end of the next semester. If at the end of this probationary period, your cumulative grade point average is not a 3.0 or better you will be subject to dismissal.

Please call SPEA Student Services at 317.274.4656 to obtain contact information for your faculty advisor.

Sincerely,

Name
Title

cc: Student File
Faculty Advisor

Date

Student Name
Address
City, State, Zip

Dear Student Name:

It is my unpleasant duty to inform you that you have been **dismissed** from the School of Public and Environmental Affairs, MPA program. A review of your academic record including the grades you received during the Spring 2006 semester indicates that one or more of your required grade point averages are below the minimum required for graduate students in our School. Since you have not improved your GPA(s) during your probationary period to meet this requirement, the policy of our school dictates that you be dismissed.

This dismissal places a negative service indicator on your record and prohibits you from registering on any campus or in any academic unit of Indiana University without prior authorization from the School of Public and Environmental Affairs.

If you have any questions concerning your academic record, please contact your faculty advisor by calling 317.274.4656 or 877.292.9321, or contact Dr. Debra Mesch at dmesch@iupui.edu.

Sincerely,

Debra Mesch, Ph.D.
Director of Graduate Programs

cc: Student file
Faculty Advisor

