

Probation, Dismissal and Appeal

Background

Students are subject to probation or dismissal if they are not making satisfactory academic progress. The Director of Academic Affairs 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 2.00 or above and their SPEA grade point average is at least 2.30. Students must be in good academic standing to graduate.

Probation

A student will be placed on academic probation if his/her cumulative or semester grade point average is below 2.00 or his/her SPEA GPA falls below 2.30. In order for the SPEA GPA to be considered, a student must have completed 12 or more credit hours in the major. 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.

Critical Probation

Under special circumstances, SPEA students may be placed on critical probation. If the student is given the opportunity to enroll under critical probation, SPEA will establish strict conditions that must be met before that student will be allowed to register for future classes.

Students who fail to return to good standing at the conclusion of critical probation 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 following instructions related to the appeal of dismissal.
- ✓ The Director of Student Services is responsible for setting 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 Undergraduate Probation and Dismissal Responsibilities and Timeline. This process includes the following:
 - Staff is responsible for identifying students who require review, conducting audits, pulling files for review.
 - Academic Advisors are responsible for 1) the initial review of files to identify students who may be subject to dismissal based on the SPEA IUPUI Academic Probation and Dismissal Flowchart and 2) making preliminary recommendations.
- ✓ The Director of Academic Affairs and Director of Student Services are responsible for reviewing the files of students preliminarily recommended for dismissal.
- ✓ The Director of Academic Affairs is responsible for making final decisions to dismiss undergraduate students.
- ✓ The Director of Student Services is 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 1) establishes the schedule for the probation and 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. Student Services staff follows the steps of the Undergraduate Probation and Dismissal Review Responsibilities and Timeline. (Attachment 1)
3. Academic Advisors conduct audits to assign preliminary probation or dismissal designations based on the framework provided in the SPEA IUPUI Academic Probation and Dismissal Flowchart for Undergraduate Students (Attachment 2)
4. The Director of Academic Affairs and the Director of Student Services meet to discuss the probation and dismissal cases. The Director of Academic Affairs is responsible for making 1) final decisions to dismiss students and 2) final decisions to place students on probation or critical probation.

The Director of Academic Affairs is responsible for making decisions to place conditions, which may include specific courses which 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 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 is 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

- ✓ Undergraduate Probation and Dismissal Review Responsibilities and Timeline (Attachment 1)
- ✓ SPEA IUPUI Academic Probation and Dismissal Flowchart – Undergraduate Students (Attachment 2)
- ✓ Decision Letter Templates (Attachment 3)
 - Good Standing
 - Probation
 - Critical Probation
 - Continue on Critical Probation
 - Dismissal
- ✓ Self-Assessment Form (Attachment 4)
- ✓ Administrative Withdrawal Form (formerly Z Form) (Attachment 5)

Probation and Dismissal Review Responsibilities and Timeline

Schedule	Activity
Two Weeks Before Grades Are Available in OneStart	Director of Student Services coordinates with Director of Academic Affairs to set dates for review of students slated for dismissal and review of dismissal petitions. Ensure that dates for final review allow time to make final decisions before 100% refund period ends. Nancy runs reports of students currently on probation and critical probation and give to Administrative Assistant for processing.
Administrative Assistant	Prepares Probation and Critical 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 critical probation lists and place the files in boxes by status (probation or critical probation), in alpha order and separates by advisor.
1 st Day Grades Available	<p>Recorders and Administrative Assistant begin at 7:30 a.m. Recorders print audits that go with Probation and Critical Probation Summary Sheets and files for students currently on probation/critical probation lists – run in batch if possible.</p> <p>Combines Probation and Critical Probation Summary Sheets with audits and places on file front of file. Keep audits and Probation and Critical Probation Summary Sheets with files, in alpha order, and separate by advisor (all CJ to CJ Academic Advisor and the remainder to Health/Public Affairs Academic Advisor). Then, distribute to appropriate advisor in box.</p>
1 st Day Grades Available	<p>Recorder runs probation process – kick off database analysis report (report generates overnight)</p> <p>Recorder runs report for students w/< 1.00 semester GPA and gives results to Administrative Assistant.</p> <p>Recorder kicks off database analysis report before leaving for the day.</p> <p>Administrative Assistant compares results from < 1.00 semester GPA with previous semester report and pulls files/prepares Probation and Critical Probation Summary Sheets for newly identified students.</p>
1 st Day Grades Available	Recorder generates audits for newly identified students w/< 1.00 and gives files/ with Probation and Critical Probation Summary Sheets and audits to advisors for review

Probation and Dismissal Review Responsibilities and Timeline

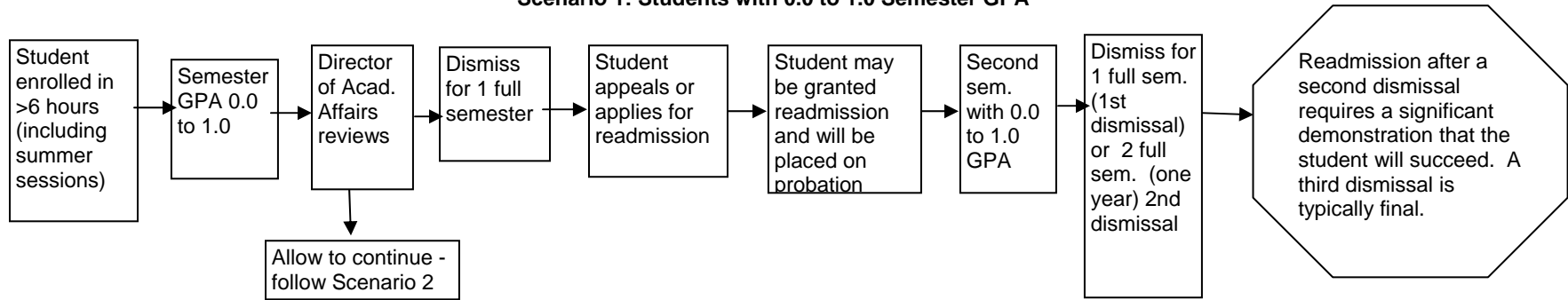
Schedule	Activity
1 st Day Grades Available	Advisors place files in Director of Student Services' Office according to recommended status, i.e. probation, continue on probation, critical probation, and continue critical probation, good standing, dismissal, graduation, and those slated for Director of Academic Affairs' review.
1 st Day Grades Available	Director of Student Services enters decisions in the academic status spreadsheet students not slated for review or recommended for dismissal.
1 st Day Grades Available	Administrative Assistant generates letters in the following order: Good Standing, Critical Probation, and Probation. The Self-Assessment Form is mailed out with the Critical Probation and Probation letters. Updates SSI student files. Recorders, Advisors and Director of Student Services place negative service indicators on students' records.
1 st Day Grades Available	Director of Student Services sends emails to students who move to good standing and increases their hours to full time.
Next Day in Office	Recorders runs report from database analysis reports. If fails –potential probation student. Administrative Assistant compares results of database analysis to previous reports and identifies if there are any new students who have not been reviewed. Then prepares Probation and Critical Probation Summary Sheets for newly identified students and pulls their files; separating them by major. Advisors review students to determine status and place in Nancy's Office according to proposed decision. Recorders run audits for newly identified students and then give them to advisors for review. Administrative Assistant generates letters in the following order: Good Standing, Critical Probation, and Probation. The Self-Assessment Form is mailed out with the Critical Probation and Probation letters. Updates SSI and files.
Next 1-2 Days	Director of Academic Affairs reviews records of students slated for dismissal and makes final decision. Director of Student Services sends email with dismissal petition to students who have been dismissed, and enters decisions in spreadsheet.

Probation and Dismissal Review Responsibilities and Timeline

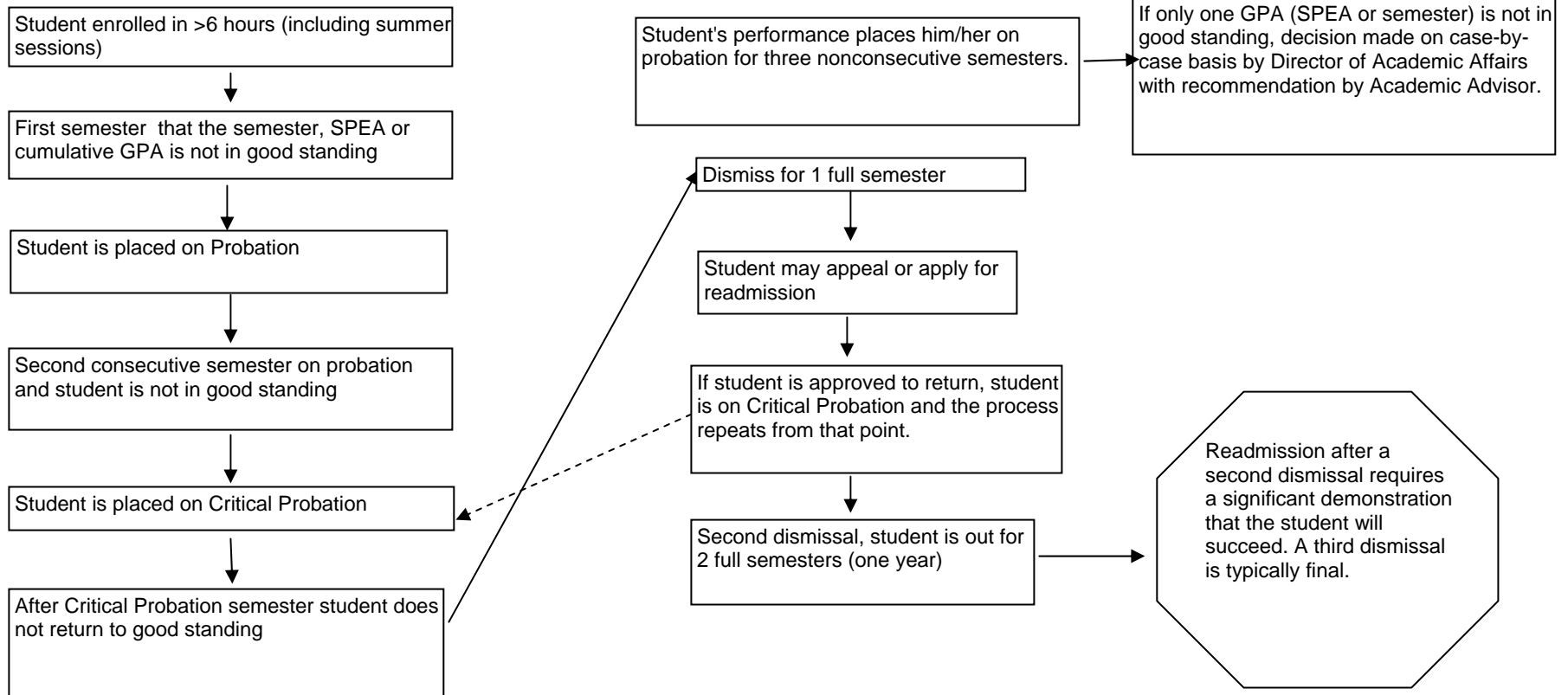
Schedule	Activity
	Recorder updates/adds negative service indicator. Include text – final decision pending dismissal petition review.
	Administrative Assistant generates and mails dismissal letters with hard copy of dismissal petition.
Deadline Date for Dismissal Petitions	Director of Academic Affairs reviews dismissal petitions and makes final decisions
	Recorder updates text of Service Indicators to include final dismissal status.
	Director of Student Services enters final decisions in Spreadsheet and sends email with final decision.
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
Prior to Priority Registration	Send report to Tom May to limit enrollment hours for students on critical probation. This allows SPEA as noted above to remove the enrollment limit restriction or place enrollment restrictions on an individual students.

SPEA IUPUI Academic Probation Progression Flowchart

Scenario 1: Students with 0.0 to 1.0 Semester GPA*

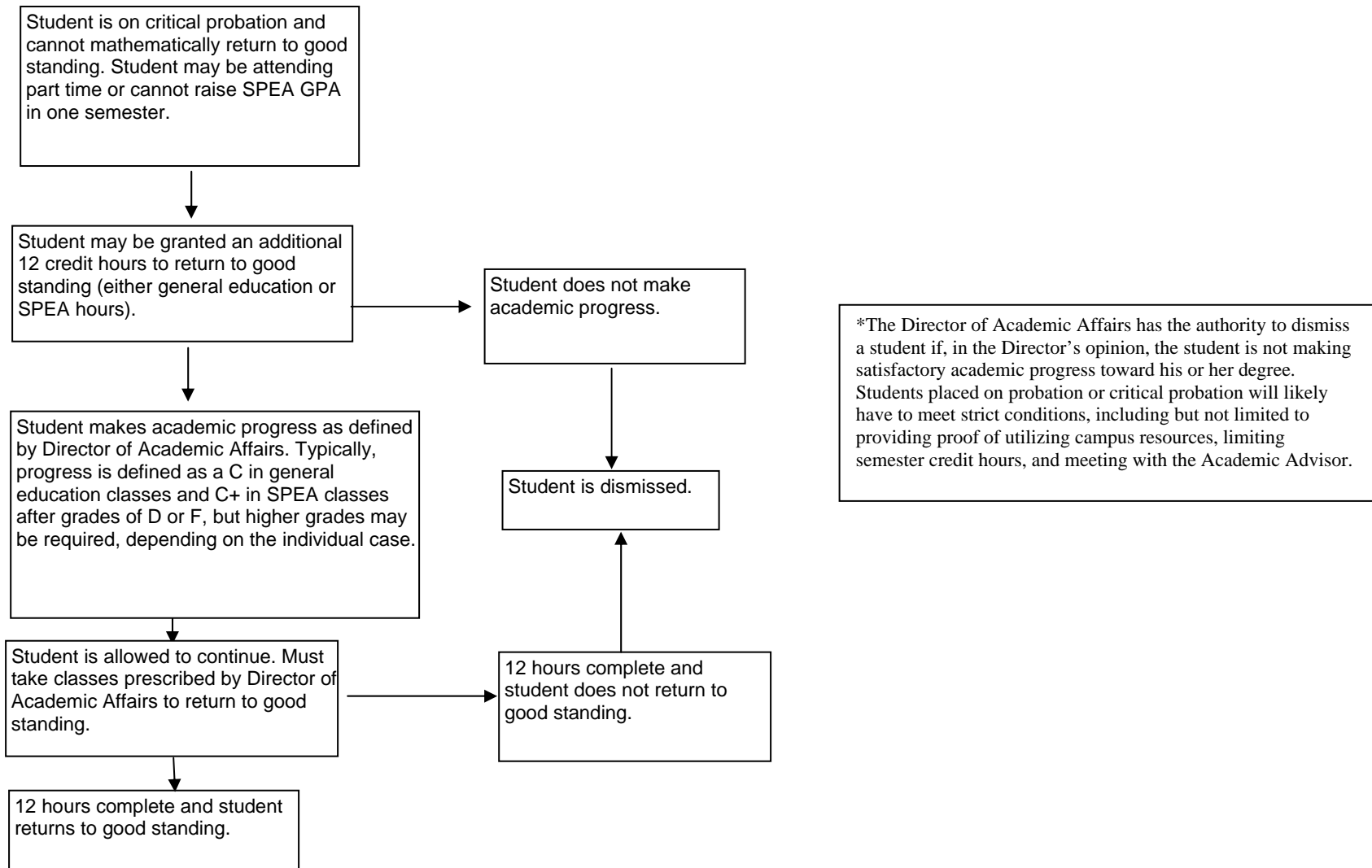


Scenario 2: Students above 1.0 Semester GPA*



Scenario 3: Students taking 6 credit hours or less are evaluated on a case by case basis*

Scenario 4: Students have been readmitted or are on critical probation and cannot return to good standing in one semester*



Decision Letter Templates – Good Standing

Date

«Student_First_Name» «Student_Middle_Name» «Student_Last_Name»
«Local_Address»
«Local_City», «Local_State» «Local_Zip»

Dear «Student_First_Name»:

Congratulations! It is my pleasure to inform you that as a result of your academic work for the Spring 2007 semester you are now in **good standing** with the School of Public and Environmental Affairs. Your success this past semester demonstrates that you were committed to your academic coursework and that you made every effort to take the appropriate steps necessary to move to good standing.

I encourage you to continue to strive for mastery in your program of study. The investment of your time and resources in your education will help you to achieve your professional goals in the future.

Please note that if your enrollment was previously limited to 6 hours, the hold will be removed from your record. You may register for additional courses with your advisor's input. Bests wishes for continued success in your academic pursuits.

Sincerely,

Ingrid Ritchie, Ph.D.
Director of Academic Affairs

cc: Student File

Decision Letter Templates – Probation

Date

«First_Name» «Last_Name»
«Address_Line_1»
«City»

Dear «First_Name»:

The School of Public and Environmental Affairs is placing you on **probation** because your academic performance during the Spring 2007 semester did not place you in good standing. As a condition of continuing, you are required to meet the following two conditions:

- 1) You must attend an Educational Success Seminar that will be offered during the fall semester. More information on this session will be forthcoming over the summer.
- 2) You must meet with your academic advisor every semester until your grades meet the good standing requirements.

Students on probation are not allowed to register for future semesters until final grades have been reviewed. Consequently, a negative service indicator has been placed on your record, preventing you from registering for future semesters and summer sessions until you return to good standing. Negative service indicators can be seen in OneStart on the Self-Service tab under the Registrar's heading. Click on "Holds on my Record" to view these indicators.

If you fail to return to good academic standing after one semester on probation, you may be placed on critical probation and your course load may be restricted to fewer hours, **or** you may be dismissed. The good academic standing policy states that *students are in good standing when their semester and cumulative grade point averages are 2.0 or better and their SPEA GPA grade point average is 2.3 or better.*

The School of Public and Environmental Affairs wants you to succeed in your academic program. Your academic advisor is available to help you assess your current academic situation and assist you in developing a strategy for returning to good academic standing. I encourage you to accept our offer of support in developing a plan to help you succeed academically. **Please call Student Services at 317.274.4656 and schedule an appointment with your advisor by September 14, 2007. Prior to meeting with your advisor, complete the enclosed Academic Self-Assessment form and bring it with you to your advising appointment.** Please note that if you have a hold on your record, you must make an advising appointment. We cannot release holds if you call or email us.

Before you begin classes again, it is important for you to establish conditions that will enable you to return to good standing and succeed in reaching your academic goals. I encourage you to consider carefully what level of effort might be needed to achieve your goals. Successful students should expect to spend 3-4 hours preparing for class (reading, solving problems, doing research, studying for exams) for each hour of class time. This means that a typical 3-hour course requires about 8-10 hours of preparation time outside of class. As you plan for your next semester, be sure that you have adequate time in your schedule to balance work, family obligations, and academic coursework.

We wish you every success as you continue to fulfill your goal of earning an undergraduate degree.

Sincerely,

Ingrid Ritchie, Ph.D.
Director of Academic Affairs
cc: Student File

Enclosure: 1

Decision Letter Templates – Critical Probation

Date

«Student_First_Name» «Student_Middle_Name» «Student_Last_Name»
«Local_Address»
«Local_City», «Local_State» «Local_Zip»

Dear «Student_First_Name»:

The School of Public and Environmental Affairs is placing you on **critical probation** because your academic performance during the Spring 2007 semester did not place you in good standing. As a condition of continuing, you are required to meet the following two conditions:

- 1) You must attend an Educational Success Seminar that will be offered during the fall semester. More information on this session will be forthcoming over the summer.
- 2) You must meet with your academic advisor every semester until your grades meet the good standing requirements.

Students on critical probation are not allowed to register for future semesters until final grades have been reviewed. Consequently, a negative service indicator has been placed on your record, preventing you from registering for future semesters and summer sessions until you return to good standing. Negative service indicators can be seen in OneStart on the Self-Service tab under the Registrar's heading. Click on "Holds on my Record" to view these indicators.

If you fail to return to good academic standing after one semester on critical probation, you may be dismissed. The good academic standing policy states that *students are in good standing when their semester and cumulative grade point averages are 2.0 or better and their SPEA grade point average is 2.3 or better.*

Please note that if you choose not to attend or stop out during the Fall 2007 semester, you will be required to petition to the School of Public and Environmental Affairs to be considered for reinstatement in future semesters. You should plan to contact our Office of Student Services at least three months prior to the semester you plan to petition for reentry so you can complete the readmission petition.

I encourage you to seek advice from your academic advisor to develop possible strategies to improve your grade point average. These strategies may include reducing your course load to 6 hours in the fall if you are currently enrolled in more hours. Please call Student Services at 317.274.4656 and schedule an appointment with your advisor by September 14, 2007. Prior to meeting with your advisor, complete the enclosed Academic Self-Assessment form and bring it with you to your advising appointment. Please note that if you have a hold on your record, you must make an advising appointment. We cannot release holds if you call or email us.

Before you begin classes again, it is important for you to establish conditions that will enable you to return to good standing and succeed in reaching your academic goals. I encourage you to consider carefully what level of effort might be needed to achieve your goals. Successful students should expect to spend 3-4 hours preparing for class (reading, solving problems, doing research, studying for exams) for each hour of class time. This means that a typical 3-hour course requires about 8-10 hours of preparation

time outside of class. As you plan for your next semester, be sure that you have adequate time in your schedule to balance work, family obligations, and academic coursework.

We wish you every success as you continue to fulfill your goal of earning an undergraduate degree.

Sincerely,

Ingrid Ritchie, Ph.D.
Director of Academic Affairs

cc: Student File

Decision Letter Templates – Continue on Critical Probation

Date

«Student_First_Name» «Student_Middle_Name» «Student_Last_Name»
«Local_Address»
«Local_City», «Local_State» «Local_Zip»

Dear «Student_First_Name»:

The School of Public and Environmental Affairs is allowing you to continue on **critical probation** because of your academic performance during the Spring 2007 semester. As a condition of continuing, you are required to meet the following two conditions:

- 1) You must attend an Educational Success Seminar that will be offered during the fall semester. More information on this session will be forthcoming over the summer.
- 2) You must meet with your academic advisor every semester until your grades meet the good standing requirements.

Students on critical probation are not allowed to register for future semesters until final grades have been reviewed. Consequently, a negative service indicator has been placed on your record, preventing you from registering for future semesters and summer sessions until you return to good standing. Negative service indicators can be seen in OneStart on the Self-Service tab under the Registrar's heading. Click on "Holds on my Record" to view these indicators.

If you fail to return to good academic standing after one semester on critical probation, you may be dismissed. The good academic standing policy states that *students are in good standing when their semester and cumulative grade point averages are 2.0 or better and their SPEA grade point average is 2.3 or better.*

Please note that if you choose not to attend or stop out during the Fall 2007 semester, you will be required to petition to the School of Public and Environmental Affairs to be considered for reinstatement in future semesters. You should plan to contact our Office of Student Services at least three months prior to the semester you plan to petition for reentry so you can complete the readmission petition.

I encourage you to seek advice from your academic advisor to develop possible strategies to improve your grade point average. These strategies may include reducing your course load to 6 hours in the fall if you are currently enrolled in more hours. Please call Student Services at 317.274.4656 and schedule an appointment with your advisor by September 14, 2007. Prior to meeting with your advisor, complete the enclosed Academic Self-Assessment form and bring it with you to your advising appointment. Please note that if you have a hold on your record, you must make an advising appointment. We cannot release holds if you call or email us.

Before you begin classes again, it is important for you to establish conditions that will enable you to return to good standing and succeed in reaching your academic goals. I encourage you to consider carefully what level of effort might be needed to achieve your goals. Successful students should expect to spend 3-4 hours preparing for class (reading, solving problems, doing research, studying for exams) for each hour of class time. This means that a typical 3-hour course requires about 8-10 hours of preparation

time outside of class. As you plan for your next semester, be sure that you have adequate time in your schedule to balance work, family obligations, and academic coursework.

We wish you every success as you continue to fulfill your goal of earning an undergraduate degree from SPEA.

Sincerely,

Ingrid Ritchie, Ph.D.
Director of Academic Affairs

cc: Student File

Decision Letter Templates – Probation

Date

«Student_First_Name» «Student_Middle_Name» «Student_Last_Name»
«Local_Address»
«Local_City», «Local_State» «Local_Zip»

Dear «Student_First_Name»:

It is my unpleasant duty to inform you that you have been **dismissed** as of this date from the School of Public and Environmental Affairs in accordance with our school's policy.

A review of your academic record, including the grades you received during the Spring 2007 semester, indicates that one or more of your grade point averages (GPAs) are below the minimum required for undergraduate students in our school. Good standing requires you to have cumulative and semester grade point averages of at least 2.0 and a SPEA grade point average of 2.3 or better. The reason for your dismissal is that you have not improved your grade point average(s) during this past semester while you were on probation, and you have not returned to good standing.

This dismissal places your name on the Indiana University Academic Checklist 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 on the IUPUI campus.

If you wish to appeal your dismissal, please complete the enclosed appeal form and return it to the address below by May 25, 2007. Appeal decisions will be processed by June 1. Please send your completed appeal to:

Dismissal Appeal Review Committee
School of Public and Environmental Affairs
Office of Student Services
Business/SPEA Building, Room 3027
801 W. Michigan Street
Indianapolis, IN 46202

If you do not appeal or if your appeal is denied, you will be withdrawn from your classes and will receive a 100% refund of tuition and fees that you have already paid. In addition, you must sit out one semester for a first dismissal and one year for a subsequent dismissal before you may petition for readmission to the school. Please contact our Student Services office at 317.274.4656 to obtain information about submitting a petition for readmission, including forms and deadline dates.

If you have any questions concerning your academic record or your dismissal, please schedule an appointment with your academic advisor by calling 317.274.4656.

Sincerely,

Ingrid Ritchie, Ph.D.
Director of Academic Affairs

cc: Student File

Enclosure: 1

SPEA Academic Self-Assessment

Name: _____ Student ID# _____

Major: _____ Date: _____

Number of credit hours taken last semester _____ Number of hours worked per week last semester _____

If the semester has already started, please indicate the number of hours in which you are currently enrolled _____ and the number of hours you work per week _____.

If the semester has not started, please indicate the number of credit hours for which you have registered or plan to register _____ and the number of hours you plan to work per week _____.

*See the back side of this form for recommended course and work loads.

Number hours per week spent studying last semester _____

In addition to school and work, my responsibilities include:

Directions: **You must complete this assessment and bring it with you when you meet with your advisor to discuss your academic probation or readmission status with your advisor.** Place an "X" on all of the following issue(s) which you think may have contributed to your low grades. Of the ones you marked, please rank from 1 to 3 the top three issues which you feel had the MOST negative impact on your academic success.

Study Skills Issues

- Study skills (note-taking, test anxiety, reading textbooks)
- Difficult courses
- Learning style/instructor's teaching style incompatible
- Course load too heavy
- Other _____

Career/Academic Major Issues

- Not confident about choice of major
- No academic goals or future plans
- Unsure of my strengths/talents
- Unaware of Career Center Services
- Other _____

Family/Social Adjustment Issues

- Adjustment to IUPUI expectations
- Adjustment to college culture
- Separation from family/friends
- Finding suitable housing
- Roommate troubles
- Loneliness
- Home or family problems
- Involvement with campus organizations
- Other _____

Personal Issues

- Adequate financing of college
- Physical illness, health problems
- Substance abuse issues
- Too much stress/tension/anxiety
- Learning disability
- Lack of motivation
- Lack of effective time management
- Prioritizing work and academics
- Other _____

What measures have you put in place to help you return to good academic standing this semester? (You can use the back of this sheet or add sheets to answer this question.)

***Recommended Course Load:**

Hours Employed Per Week	Recommended Course Load	Enrollment Status
40	6 credit hours	half
30	9 credit hours	three-quarter time
20 or fewer	12–17 credit hours	full time

Remember: There are only 24 hours in a day, 168 hours in a week. A common problem among college students is trying to fit more into those hours than you can reasonably expect to accomplish, making you less effective across the board.

ADMINISTRATIVE WITHDRAWAL FORM

NAME _____
 LAST FIRST MIDDLE STUDEN ID#

TERMINATION REASON CODE Z

SEMESTER _____

WITHDRAWAL DATE _____

SCHOOL _____

SIGNATURE OF SCHOOL'S REPRESENTATIVE