Graduate Academic Standing Policy and Process

The Following is Probation/Suspension Policy

Good Standing → Yes → Cumulative GPA 3.0 or higher → No → Placed on Academic Probation → Next Term → Cumulative GPA 3.0 or higher → Yes → Good Standing

NO →

Term GPA 3.0 or above, Cum GPA < 3.0 → Yes → Continued on Academic Probation → Next Term → Cumulative GPA 3.0 or higher → Yes → Good Standing

NO →

Placed on Academic Suspension

Term GPA 3.0 or above, Cum GPA < 3.0 → Yes →

The following is the Process followed in SIS

Rules table built in SIS

Fall/Spring End of Term Grade Processing Complete → Student status reflected on unofficial transcript and grade display
Registrar runs Focus program to identify all student flagged as academic probation, continued probation, and suspension.

Data loaded into spreadsheet and sorted by status.

Printout made of report.

Registrar reviews SIS to determine if students are correctly calculated.

Registrar manually updates any record that is incorrect.

SIS now reflects correct academic status.

Mail merge letter generated for students on academic suspension.

List distributed to all offices that employee student assistants.

E-mail notifications sent to all offices if student status changes.

Focus report is re-run to generated new list of students and corrected status.

Registration hold placed on student record in SIS.

Process ends.

E-mail notification sent to all suspended students.

Process ends.

Student may appeal to Academic Dean.

Process ends.

Denied

Academic Dean appeals

Approved

Student is allowed to register.