Sul Ross State University
Business Process Analysis – Student Module

Process Name: Graduate Academic Standing Policy and Process
Date: October 14, 2005
Time: 2:05 P.M.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: Policy: Graduate Grade Point Average: A grade point average of 3.0 (B) must be maintained in all courses attempted for graduate credit. In addition, a 3.0 (B) grade point average must be maintained in the major and minor (if any) fields considered separately. A grade of less than “C” will not be recognized for graduate credit.

Leveling Work: “Leveling” work, undergraduate courses taken to remove deficiencies in the student’s field of study, will NOT be counted in the graduate level grade point average; but the student is expected to exhibit the same proficiency in this area as in the graduate-level courses. Unless specifically stated elsewhere in this catalog in reference to particular programs or degrees, all course work taken for graduate credit, with the exception of out-of-date courses, will be counted in computing the grade point average.

Probation and Reinstatement: A fully admitted graduate student whose grade point average falls below 3.0 will be placed on probation for one semester or six hours. Failure to remove any grade point deficiencies during this period may result in suspension from graduate study. A probationally admitted graduate student whose graduate grade point average falls below 3.0 will be suspended from further graduate study. Suspension for grade point deficiency is for two consecutive long semesters (one full summer is equivalent to a long semester) at which time the student may petition for reinstatement to probationary status. Reinstatement, if granted, carries the condition that all grades earned in subsequent graduate courses be at least a “B.” To be reinstated the student must obtain written approval from (1) the Department Chair, and (2) the Dean of the appropriate School.

Process: A rules table is built in SIS in accordance with the policy. At the end of each Fall and Spring semester grade processing the system automatically calculates a academic status. Because the rules table does not adequately accommodate SRSU Policy, the Registrar runs a FOCUS program to identify all students who have been flagged as academic probation, continuing probation, and academic suspension. The data file is loaded into a spreadsheet and sorted by status. The report is printed out and used to manually review to status of each student. The Registrar manually updates the term information in SIS so that the system will correctly reflect the student’s status. A student’s academic status is shown on the grades and unofficial transcript via Web for Students. The Focus report is re-run to generate a new file with correct statuses. From this file a mail merge is run to generate academic suspension letters. Letters are then mailed to the student’s local address. Then an e-mail is sent to each student’s stating the same information as in the letter. An Official Probation/Suspension List is published and distributed to every office on campus that employ students. Any changes to a student’s academic status is distributed to all staff and faculty via e-mail. A registration hold is
placed on all academically suspended students. If they have registered for classes for the next term, they are dropped from all classes. If a suspended student appeals and is granted re-admission, the status is not changed in SIS. The hold is waived and the student is allowed to register.

Electronic Inputs: None

Manual/Paper Inputs: Registrar updates incorrect statuses.

Key Decision Points (list all): Each calculation of probation or suspension. Does student have transfer work?

Related Policy(s): SRSU Probation/Suspension Policy

Interface to Other Systems: None

Web Features: Academic Status reflected on student record via Web for Students and Web for Faculty.

Electronic Outputs: Focus program listing students and academic status.


Customer(s): Students, faculty and staff.

Regulatory Items: SRSU policy.

Frequency/Volume: End of term Fall and Spring.

Potential Break Points: Student with transfer credit. Summer terms. SIS rules table.

Automation: Semi. Could be fully automated if policy changed.

Issues: SIS does not fit SRSU policy. SRSU needs to modify policy to work in SIS.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate
Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.