Sul Ross State University
Business Process Analysis – Student Module

Process Name: Undergraduate Academic Standing Policy and Process
Date: October 14, 2005
Time: 1:36 P.M.
Location: BAB 202

Participants: Session Lead:

Narrative/Description: Policy: The scholastic policy on probation and suspension is designed to alert students to deficiencies in their academic progress, to encourage them to give serious attention to their study habits and goals, and to provide them an opportunity to improve their work. A cumulative grade point average of 2.0 (C) must be maintained for a student to remain in good standing academically. Should a student drop to below a 2.0 grade point average or fail to make satisfactory progress, the student will be subject to suspension in accordance with the Grade Point Average Requirement Table. Scholastic probation or suspension is determined at the end of each semester by calculating the grade point average based on cumulative hours attempted (excluding I, CR, Pass-Fail courses) and cumulative grade points earned on all courses taken for which a grade of A, B, C, D, and F is recorded. For transfer students, hours attempted and/or completed at other schools are added to Sul Ross hours undertaken for purpose calculation of the total collegiate grade point average. An overall grade point average of 2.0, including courses taken other than at Sul Ross, is required for graduation.

Developmental courses including Math 1300 and 1301, English 1300, and Education 1300 are courses intended for students who may lack the necessary skills for entering collegiate level courses. These courses are included in calculating the grade point averages for the purposes of determining satisfactory progress, eligibility for financial assistance, eligibility for participation in intercollegiate athletics. Since these courses are pre-collegiate level, they shall not be used to satisfy any requirement for graduation. Therefore, these courses are not used for computation of cumulative grade point average for graduation, determination of class standing, eligibility for the Dean’s List, or for eligibility for graduation with honors.

GRADE-POINT AVERAGE REQUIREMENT TABLE

<table>
<thead>
<tr>
<th>Classification</th>
<th>Cumulative GPA for Scholastic Probation less than</th>
<th>Cumulative GPA for Scholastic Dismissal (Applied only to those on Scholastic Probation) less than</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>2.00</td>
<td>1.25</td>
</tr>
<tr>
<td>(0-29 attempted hrs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td>2.00</td>
<td>1.50</td>
</tr>
<tr>
<td>(30-59 attempted hrs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>2.00</td>
<td>1.75</td>
</tr>
</tbody>
</table>
No student will be suspended until after having been on probation for two consecutive semesters. The first suspension for a student will be for one long semester; the second suspension will be for two long semesters; and the third suspension will be for three years. A fourth suspension will result in permanent dismissal from the university. Students who have been placed on probation or suspension by Sul Ross State University will be permitted to enroll during the summer terms to repeat courses and/or to endeavor to raise their cumulative grade point average. Students will be notified in the semester grade report when they are placed on probation or suspension.

APPEAL PROCEDURE FOR SUSPENDED UNDERGRADUATES

A student who has been placed on academic suspension may appeal in writing for reinstatement. The letter should be addressed to the Undergraduate Academic Appeals Committee in care of the Office of the Registrar and received one week prior to the first day of registration. The committee will consider documented extenuating circumstances affecting the student’s previous academic performance, and whether, in their judgment, the student has a reasonable chance of achieving desired educational goals. If the student is reinstated, the Committee may impose certain conditions regarding courses, course load limits, counseling, etc. If reinstatement is allowed, the suspension will appear on the student’s permanent record.

If the committee denies reinstatement, the student may then appeal in writing to the Vice President for Academic Affairs.

Students who are suspended and who register for enrollment at the University do so at their own risk. Monies paid for fees and tuition are subject to the refund regulations as stated in the Sul Ross State University Bulletin.

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.