

END OF TERM ACADEMIC DEFICIENCY ACTIONS

Set review meeting date(s) well in advance to assure adequate participation by aasc, petition group, avpaa, and dean of students.

It is always a judgment call as to how soon these actions can be taken, due to the erratic nature of grade submission by faculty. But you need to hit a "happy medium" between waiting until the most grades possible have been posted, and keeping to the grade mailing date that has been promised. It is always advisable to count on the actual grade production process taking 3 full work days (printing, folding, stuffing, and metering by the mailroom).

The mailroom needs to be alerted ahead of time, especially in the fall, as there is always a last minute rush by other offices to get mailings out before Christmas break.

1) PREPARATION

After grades have been posted, run reports and transcripts for:

STUDENTS ALREADY ON WARNING OR PROBATION

All warning, probation, continued probation, readmitted on warning or probation from the previous term to the one being reviewed. Run a SAR26 with criteria of term requested (#1331) and Probation code (#1326). Run one code at a time (AW, PR, CP, RW, and AP). Use the same data sets to run sets of transcripts (SAR55).

Review all transcripts to determine whether student should be cleared from old status or if the next step should be taken (Warning to Probation, Probation to Dismissal, etc...) Make a notation on each transcript as to the next action that should be taken, according to the criteria in the current catalog. For those who have met the criteria to regain their academic good standing, set aside those transcripts for later posting of the "Removed from probation" code in ACADEMIC.

(On transcripts for students who may be dismissed, mark: "eligible for dismissal" – these will be the transcripts that you take to the review committee meeting. Final dismissal decisions are reviewed and approved by the group).

NEW – STUDENTS NOT PREVIOUSLY ON WARNING OR PROBATION

Run Transit reports to pull the new gpa data for the term under review: go to \\Dataworker\registrar\$\Transit reports. Run SAR26_Graduate_Probation.trn; SAR26_Undergraduate_Probation.trn; SAR55_Graduate_Probation.trn; and SAR55_Undergraduate_Probation.trn.

Review all transcripts to determine if low gpa is actionable, or if it's just caused by incompletes, in progress grade(s), Pass grades, withdrawals, etc...

Make a notation on each transcript as to the next action that should be taken, according to the criteria in the current catalog.

(On transcripts for students who may be dismissed, mark: "eligible for dismissal" – these will be the transcripts that you take to the review committee meeting. Final dismissal decisions are reviewed and approved by the group).

2) DISMISSALS REVIEW MEETING

Call meeting of all available academic petition committee members, all AASC staff, Sherry Volk, and John Kennedy. E-mail all invitees a list of the students who will be reviewed, with previous and current GPA's and other relevant information. Prepare materials for dismissal review meeting (transcripts, student folders, hard copies of previously mentioned list and probation grid).

DISMISSAL LETTERS & ON-CAMPUS NOTIFICATIONS

Update all relevant PAL letters with new term and date information.

After decisions, send dismissal letters (or continuing probation letters, depending on decisions) to all students, CC the advisors, file a copy in the student's file folder. Set a deadline for appeals. Mail letters by certified mail with return receipt requested. There may be some students who are approved for continued probation without appealing. Those letters are customized by student, depending on the exact requirements the committee wishes to enforce. Letter samples are in Registrar>Letter Samples.

DISMISSAL DATA ENTRY Post dismissal status in ACADEMIC. Use picklist to select the appropriate code. Also post dismissal in STUDENT>HOLDS. Post any continued probation (CP) codes on the same screens.

DISMISSAL APPEALS Meet with same group to hear appeals. Notify students of final decisions.

3) ACADEMIC WARNING & ACADEMIC PROBATION

Follow the same procedures, except there is no review meeting necessary.

PROBATION & WARNING LETTERS

Prepare letters in PAL (update any term info, dates, etc...). Mail letters to all warning and probation students, CC advisors, and file a copy in the student's file folder.

DATA ENTRY

Post probation & warning statuses in ACADEMIC. Use picklist to select the appropriate codes. Also post Probation holds on the STUDENT>HOLD screen.

4) STUDENTS REMOVED FROM PROBATION

For those who have met the criteria to regain their academic good standing:

LETTERS - Mail the "Removed from probation" letter in PAL, cc the advisor, and file a copy in the student's file folder.

DATA ENTRY - post the "Removed from probation" code in ACADEMIC for the current term, and remove the Probation hold from the STUDENT>HOLDS screen.

5) STUDENTS OFF WARNING

For those who have met the criteria to be taken off warning status, there is really no action necessary. The warning status is only a one-semester coding, does not appear on the transcript, and is primarily for internal tracking purposes. As shown below, the warning status is also used to track first-semester students who have not yet attempted enough units to be put on probation or dismissed.

SPECIAL CASES – STUDENTS WITH LESS THAN 12 ATTEMPTED UNITS:

THE CATALOG STATES: Students will be evaluated for academic standing at the conclusion of the fall and spring semesters. Although all students will be evaluated for, and notified of, any deficiency in their academic standing every fall and spring semester, no posting of academic warning or probationary status to students' records will be made until the completion of the fall or spring semester in which they have attempted at least 12 cumulative graded units. Students may be referred for academic support services at any time at the discretion of the Registrar and the Director of the Academic Advising and Support Center.

LETTERS - We have developed a special customizable letter in WORD for students who need to be cautioned, but who have not yet attempted 12 units. Samples are in the Registrar>Letter Samples folder.

DATA ENTRY – Post academic warning status on these students' records in ACADEMIC.

GENERAL EDUCATION DEFICIENCIES

Update all relevant PAL letters with new term and date information.

- 1) Review grade rosters for all GE prerequisite courses:
MATH 1100, 1200, 1210, 1300 – PAL letter is coded **ME**
ENGL 1001, 1002, 1003 – PAL letter is coded **EE (Itg - version 01)**

Identify all students with C- or below. Create an ID file of the Math group and one of the ENGL group. Send **updated** PAL letters as appropriate.

- 2) Review grade rosters for all GE courses requiring a C minimum grade for completion of the GE area:

ENGL 1004 – PAL letter is coded **EE (version 02 for old catalog) and EE (version 03 for 2002 catalog)**

Identify all students who are under the 2002-04 catalog, with a grade of C- or below. Create an ID file of all these students combined and send updated PAL letter coded **GE**.

ENGL 3200
COMM 1641
MATH 1400, 1450, 2000
PSY 3187
RES 2000