

Department of Education Leadership, Management and Policy Academic Probation Policy

Approved by ELMP faculty 1/11/17

Any student who has a cumulative grade point average (GPA) below 3.0 at the end of a semester is automatically placed on academic probation per university guidelines. Consequently, a registration hold will be put in place, and the probationary student will only be allowed to register for classes after meeting with his/her program academic advisor.

The department will take the following steps each semester to enforce the university's academic probation rules:

- (1) A department secretary will check the cumulative GPAs of all students after final grades are submitted and posted at the conclusion of each semester (Fall, Spring, Summer I & Summer II). The names of all students below a 3.0 cumulative GPA will be forwarded to the department chair and relevant program director.
- (2) All students with a cumulative GPA below 3.0 will be sent a letter from the department chair (with their advisor/mentor and program director copied) notifying them of their status on academic probation as well as the conditions for continued enrollment (see below). Students who are placed on academic probation must meet with the department chair before being able to register for any classes.
- (3) The chair and program director will work with faculty advisors and the registrar's office to enforce registration holds. As students may register before they receive grades that would place them on academic probation (such as in November for spring semester courses), a department secretary should notify the academic advisor and program director of any student on academic probation regarding that student's status. The faculty in that program will then develop a remediation plan for that student to be approved by the program director. It is then the responsibility of the student's advisor (in conjunction with the program director) to work with the student and other instructors to make sure the remediation plan and registration conditions (as detailed below) are followed.
- (4) In cases where the probationary student also serves as a graduate assistant, the chair and/or program director will notify the University's Graduate Assistantship Program director that the student is no longer in good standing and note that the student's graduate assistantship must be terminated as per university guidelines.

Students who are on academic probation must abide by the following criteria in order to remain enrolled in the program:

- (a) Students must meet with their academic advisor and discuss their registration plans for the semester and how they intend to regain a 3.0 GPA as soon as possible. In order for the registration hold to be lifted, the student's advisor must contact the department chair to give approval.

(b) Students are limited to taking a maximum of six credits per semester while their cumulative GPA is below 3.0. Exceptions to this six credit limit will only be considered in cases where a student is a member of an executive cohort program or an international student whose visa status requires the student to take at least nine credits per semester. In these cases, the student's academic advisor will develop a plan with the student for ensuring adequate academic progress; this plan will then be reviewed by the program director and placed into the student's file upon approval.

(c) Students who are on academic probation to begin a semester must either earn a 3.5 semester GPA or regain a 3.0 cumulative GPA by the end of that semester. Students who cannot meet at least one of these criteria are subject to dismissal from their program of study.

(d) Students may register for up to two additional semesters while being on academic probation as long as conditions (a)-(c) are satisfied. A cumulative GPA below 3.0 for three consecutive semesters results in a student being subject to dismissal from their program of study.