

ALCORN STATE UNIVERSITY

ACADEMIC PROBATION

- Authority:** Issued by the Dean of Graduate Studies. Changes or exceptions to administrative policies issued by the Dean may only be made by the President.
- Category:** Graduate Studies
- Applies to:** Students
- History:** Approved - June 2005
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- Related Policies:** N/A
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ACADEMIC PROBATION

Policy on Academic Probation

The School of Graduate Studies policy on Academic Probation contains the policies and regulations of the Alcorn State University School of Graduate Studies. This policy has been established by the School of Graduate Studies Graduate Council to ensure consistent standards across graduate academic units.

I. PROBATIONARY STATUS

A. Academic Performance

1. Academic performance of all currently enrolled graduate students is monitored each semester by the School of Graduate Studies staff.
2. A graduate student must maintain a minimum cumulative grade point average of 3.0 on a 4.0 system at Alcorn State University to remain in good academic standing. The student must not accumulate more than six semester hours of credit below B (3.0).
3. A graduate student will be allowed to repeat a maximum of two courses in which the student has been assigned a grade of C or F. A given course may be repeated once.

B. Academic Probation

1. A student will be placed on probation at the close of any term in which the cumulative GPA of less than 3.0 is achieved. The student has one semester following notification of academic probation to bring his/her GPA to 3.0.
2. A student is subject to dismissal from the graduate program if the minimum GPA is not obtained in the subsequent 9 semester hours of course work. Students may apply for readmission after one semester except graduate nursing students who if dismissed for academic failure may not apply for readmission at any time.
3. Students whose cumulative GPA falls below a 3.0 must be provided with a written explanation of performance expectations and a timetable for correction of deficiencies. A student may be placed on probation at any time of the year, but it would normally occur following either the fall semester (with a letter mailed in January) or the spring semester (with a letter mailed in May). Students' progress must be monitored to determine if the deficiency GPA has been improved.
4. In addition to sending academic probation notification to the Dean of the School of Graduate Studies, a notification is also sent to the student's academic advisor/academic unit chair.
5. A copy of the academic notification and/or dismissal to the student becomes a part of the student's permanent record.
6. An academic hold is placed on the student's account in Banner as well as a "Graduate Warning" is designated by the Registrar's Office. The **Hold** is removed the ensuing

semester to allow the student to register in an attempt to improve his/her GPA. Once the student registers, the Hold is reinstated until the end of the term to monitor the student's progress toward attaining the 3.0.

7. Following review of the student's semester grades and GPA, a determination is made to remove the Hold (student has achieved the required 3.0 GPA) to allow the student to continue or notification of termination from the School of Graduate Studies is communicated in writing to the student.
8. A prospective graduate whose GPA falls below the 3.0 will not be issued a diploma until he/she has satisfied the required 3.0 to graduate.
9. Students on academic probation may continue to hold a graduate assistantship or receive financial aid.

C. Termination

1. Graduate students will be terminated from their program of study if they have not satisfied the GPA requirement of 3.0.
2. In cases of program termination, no further registration in a graduate program at Alcorn State University will be permitted.
3. A termination letter will be sent to the student informing him/her of this determination.
4. When review of a student's performance and progress result in a determination that it has been unsatisfactory, the name of the student and recommendation for action--dismissal--must be communicated to the Dean of the School of Graduate Studies.
5. The School of Graduate Studies performs duties as required by U.S. federal regulations regarding international students not eligible to continue study at Alcorn State University based on termination for failure to maintain good academic standing.
6. Notification of termination will be sent to the appropriate academic unit.

II. ADDITIONAL REGULATIONS FOR PROBATIONARY STUDENTS

- A. Repeating grades of "D+" or lower is usually a good idea. However, (a) a student is limited to 6 hours of repeats; (b) a student may repeat a course ONLY ONCE; and (c) the SECOND grade replaces the original grade, even if the second grade is LOWER.
- B. Outstanding grades of Incomplete should not be ignored; students should speak with their adviser about how to handle "I" grades based on the university and School of Graduate Studies policies. Incompletes will lapse to "F" is not removed within the specified time limit.

- C. A graduate student who fails to remove an incomplete grade will have a hold placed on his/her account after the expiration date (60 days for currently enrolled students and 13 months for non-enrolled students) to have the grade changed to a passing grade. The 'graduate hold' will remain until the student has satisfied the tenets of this policy. "A hold" will prevent a student from registering for the desired semester.
- D. The incomplete grade will remain on the student's transcript until an assigned grade change form is submitted to the Registrar's Office.