

## Policy Directory



Responsible Division: Academic Affairs

Responsible Office: Graduate Studies

Issue/Revision Date: 6/2005, 2/2009

### **Policy Title: Academic Probation**

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

#### **PROBATIONARY STATUS**

##### **Academic Performance**

1. Academic performance of all currently enrolled graduate students is monitored each semester by the Office 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, D, or F. A given course may be repeated once.

##### **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 semester hours of course work.
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). If the probation occurs in the summer, notification will be provided at the end of the appropriate summer term. Students' progress must be monitored to determine if the deficiency GPA has been improved.
4. In addition to sending academic probation notification to the Assistant Vice President for Academic Affairs and 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 Office 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.

### **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 Assistant Vice President for Academic Program Support and Graduate Studies.
5. The Office of Graduate Studies performs duties as required by U.S. Homeland Security 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.

## **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, or whichever is **HIGHER**.
- 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 Office of Graduate Studies policies. Incompletes will lapse to "F" is not removed within the specified time limit.

The Office of Graduate Studies has adopted the following policy guidelines concerning the awarding of a grade of Incomplete in a graduate level course. Students must make every effort to clear all incomplete grades within the specified timelines.

The term 'incomplete' is used when a student does not complete class assignments as a result of being absent from examination because of sickness, emergency absence due to death in the family, or away from campus a great deal for justifiable reasons, thus giving the instructor no other alternative but to issue the student an 'incomplete' grade. Assignment of an incomplete grade is at the discretion of the course instructor. Students should not request an incomplete grade unless they are unable to complete the work because of sudden illness, personal emergency, or other good cause. An incomplete grade is not to be regarded as the solution to poor performance in a course.

**ENROLLED STUDENTS** - A student whose work has been marked "Incomplete" must remove the mark within 60 days after the beginning date of the student's next enrollment in residence.

**NON-ENROLLED STUDENTS** - An incomplete grade must be removed within 13 months after the grade is recorded even if the student fails to enroll.

If the "Incomplete" is not removed within this period, the student will receive a grade of "F." It is the student's responsibility to communicate with his/her professor to get an "I" removed by the established timeline. Failure to act on the student's part will result in the failure grade being posted to the student's transcript. After the student has satisfied the incomplete work in question, the instructor must complete a "Change in Grade Form" and submit it to the Registrar's Office before expiration of the 60 days (enrolled students) and or 13 months (non-enrolled students).

A grade other than an incomplete may be changed only if an error of calculation or recording as verified by the official roll book. The department chairperson, school dean, and the Vice President for Academic Affairs must approve all changes of grades.

A graduate student who fails to follow the required process 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. This '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.