

5-7-1979

Probation and Dismissal Policy

The College at Brockport, College Senate

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Routing #28 78-79

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Resolution #22
1978-1979

MAY 16 1979

Probation and Dismissal Policy

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on May 7, 1979
(Date)

RE: XX I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)

SUBJECT: Probation and Dismissal Policy
(amendments in parentheses and underlined)
(See attached)

Signed [Signature] Date Sent 5/16/79
(For the Senate)

..... Charles Jenkins, President, Faculty Senate

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date September, 1979
- b. Deferred for discussion with the Faculty Senate on _____
- c. Unacceptable for the reasons contained in the attached explanation

II, III. a. Received and acknowledged

b. Comment: *Approved with deletion of section on Academic Bankruptcy. Referred this section back to Faculty Senate to be readdressed and handled as a separate policy.*

DISTRIBUTION: Vice Presidents: Jones, Burke, Miller, Smith, Holm

Others as identified: Faculty Senate, D'Agostina

Distribution Date: _____

Signed: [Signature] (5/24/79)
(President of the College)

Date Received by the Senate: JUN 4, 1979

(amendment, in parentheses & underlined)

Resolution #28, 1978-79
Faculty Senate meeting: 5/7/79

PROBATION & DISMISSAL

POLICY STATEMENT

The State University College at Brockport seeks to provide the widest possible diversity of excellent quality, educational programs to its heterogeneous student population. It is important, therefore, that the College's Probation and Dismissal Policy optimize the student's opportunity to achieve academic success but without compromising its standards of high quality and dedication to excellence.

The purposes of the Probation and Dismissal Policy for the College are:

1. To identify, as soon as possible, students in serious academic difficulty.
2. To describe procedures for maintaining such students in good academic standing and assist them in satisfactory progress toward completion of his/her academic program of study (ex. degree or certificate).
3. To ensure that adequate institutional resources are provided to assist such students in maintaining good academic standing.

DEFINITION OF ACADEMIC STANDING AND SATISFACTORY PROGRESS

- Matriculated Student - student admitted to a program of study for which a degree or certificate is the (usual) outcome; such a student may have full-time or part-time status based on the number of credit hours per semester for which he/she is registered.
- Good Academic Standing - means that a student is capable of continuing enrollment, hence, all matriculated students are deemed to be in good academic standing. All entering students shall be deemed in good standing during their first semester.
- Satisfactory Progress Toward a Baccalaureate Degree for Matriculated Students - successful completion of (i.e. received academic credit for) 24 credit hours during the 12 month period preceding evaluation of progress. For a student who has been enrolled for less than one year (12 months), as for example one semester, the evaluation of progress shall be determined by the fraction of the year for which the student was registered. (Such progress will be considered normal progress for that student.)

(Normal-Progress-Toward-the-Baccalaureate-Degree-for-Matriculated-Students--
(30-credits-per-12-month-period-or-120-credits
divided-by-4-years)

Any student whose semester index falls below 1.0, but whose cumulative index remains 2.0 or above, will receive a letter of expression of academic concern. This letter will contain information concerning the institution's academic support resources.

REGULATIONS GOVERNING ACADEMIC PROBATION AND DISMISSAL

1. Any student whose cumulative index falls below 2.0 will be placed on academic probation.

Such students will be

- a) assigned an advisor by the Office of Academic Advisement.
- b) required to maintain regular contact with the advisor for the duration of the probationary period. Instructors will report absence of regular contact to the Office of Academic Advisement.
- c) required to obtain approval of the advisor for approval of their program of study and any adjustments thereof.
- d) required to use the support services recommended for his/her program of self development.
- ~~e) required to identify themselves to their professors as probationary students at the beginning of each semester.)~~
- f) e) required to attend classes regularly, fulfill class obligations, and contact his/her professor and advisor regarding absences.

2. Any student on probation who has not shown satisfactory progress and satisfaction of the conditions of probation at the end of each semester will be dismissed.

The Academic Review Committee will heavily weight the dismissed student's compliance with the conditions of probation if there is a subsequent appeal of the dismissal action.

3. Any student on probation whose cumulative index remains less than 2.0 will be dismissed unless the student completes 12 semester hours with a semester index of 2.0 or above with no grades of "I". Students meeting this criterion will be continued on Probation. Part-time students will be continued on probation as long as their semester index is 2.0.
4. (Students on probation will be identified to the class instructors by the appropriate administrative officer early in the semester.) Any student on probation will be assessed by each instructor by mid-semester. All students will be assessed by the instructor for ~~poor-grades-(i-e- D-or-E-or-F)~~ (unsatisfactory progress) by mid-semester in order to detect, as soon as possible, students in serious academic difficulty. Such information should be relayed to the Office of Academic Advisement. These students will be notified of deficient scholarship and will receive instructions for the necessary academic assistance to optimize their return to good standing. Academic records and information regarding coursework and learning skill progress will be released to appropriate academic officials for assessing the student. Permission of the student to acquire this information will not be needed.

PROCEDURES FOR PROBATION AND DISMISSAL

Notification of Deficient Scholarship--Students who are placed on academic probation, students who are retained on probation, and all students who are academically dismissed from College, will be officially notified in writing by a statement on their Grade Report. Failure to receive such notification because of circumstances beyond the control of the College shall not entitle a student to removal from probation or to reinstatement from dismissal.

Appeal Policy After Academic Dismissal--A student may appeal dismissal once in his/her academic career; that is, if a student is dismissed subsequent to reinstatement from dismissal, he/she may not appeal again. The appeal process will take place in the semester or summer immediately following the student's dismissal. While the student's appeal is in process, he/she may not be matriculated at SUC/Brockport.

Academic Review Committee--The Office of Academic Advisement/Transcript Evaluation will coordinate the appeal process and will forward to the appropriate Academic Review Committee the Statement of Appeal, Transcripts and other documentation for Committee consideration.

REINSTATEMENT AFTER ACADEMIC DISMISSAL

1. After the Academic Review Committee has considered appeals for reinstatement, the student will be notified of the decision through the Office of Academic Advisement/Transcript Evaluation.
2. Any student whose appeal has been denied having additional information not presented to the Academic Review Committee may schedule an in-person review of his/her appeal by the appropriate administrative authority. The administrator may deny the appeal or return the case with a recommendation to the Academic Review Committee for reassessment and final determination. If the appeal is again denied, under unusual circumstances, a student may request a review of his/her appeal by the President of the College.
3. Students who are reinstated in the College are reinstated on Probation and continue with the cumulative index on record at the time of dismissal.

READMISSION

Procedure for Applying for Re-matriculation After Academic Dismissal--The student who has been dismissed from the College for academic reasons and who does not appeal dismissal or whose appeal is rejected, but wishes to re-matriculate at Brockport at a later date, may apply for readmission to the College provided a minimum of two academic semesters have elapsed since dismissal, and provided he/she has completed six semester hours of acceptable college level courses or indicated an equivalent level of readiness for successful college work (passing of CLEP, CPEP, REDE exams, etc.) since dismissal. All applications for re-matriculation will be evaluated by the Committee on Admissions.

ACADEMIC STATUS OF STUDENTS RE-MATRICULATED AFTER ACADEMIC DISMISSAL

The student who has been dismissed from the College for academic reasons, and who has been readmitted to matriculated status by the Committee on Admissions, is rematriculated under the following conditions. (Note: This does not apply to students who have been reinstated as a result of appeal.)

1. The student is rematriculated without a cumulative index.
2. Semester hours credit for courses in which A, B, C, and S grades were earned prior to academic dismissal will count toward the 120 semester hours required for the baccalaureate degree, but no quality credits earned prior to academic dismissal will be used in computing the cumulative index for the baccalaureate degree. The cumulative index for re-matriculated students is computed only on grades at Brockport following rematriculation.

ACADEMIC BANKRUPTCY

Prior to graduation, an undergraduate student may petition the appropriate administrative officer to "bankrupt" one semester in which his/her semester index is below 2.0. If the petition to bankrupt a semester is granted, the student's grades will remain on the transcript but the semester hours credit and quality points will not be included in the calculation of the cumulative index. This policy may be applied only to one semester of work completed at the College. Academic bankruptcy is intended to assist the student who normally maintains adequate academic standards and whose grades have suffered for one semester due to unusual or unfortunate circumstances.

RECOMMENDED Evaluation Procedure

The adopted policy and procedure for probation and dismissal should have a trial period of two academic years (4 semesters) including two summer sessions which is the typical time period for achievement of 54 credits (declaration of the major). At the end of the four semester period, an evaluation for effectiveness should be conducted by a special committee to determine how closely the new policy has met the stated objectives. During the four semesters, the grade reporting should be carefully monitored by Academic Advisement & Registration and Records, to determine if any other problems are being generated.