



Academic Probation Procedures

GRADUATE SCHOOL

4202 East Fowler Ave, ALN226
Tampa, FL 33620
TEL: (813) 974-2846
<http://www.grad.usf.edu/>

History of the Automation of Academic Probation

Academic Probation Procedures were automated in 2004 and implemented in 2005.
Reviewed by Graduate Coordinators – June, July 2004
Finalized by Graduate Coordinators – August 25, 2004
Approved by Graduate Studies Interim Dean– August 27, 2004
Implementation: System software set-up Fall 2004; students automatically on probation for Spring 2005
Updated with 05-06 policy and P3 procedures – August 2005
Updated with 07-08 policy – March 2008
Corrections to P3 and update with 2008-09 Policies– June 2008
Update to current policy – October 2012

Current policy requires students be “In Good Standing” – defined in the 2012-2013 Graduate Catalog as follows. Failure to be “In Good Standing” will result in Academic Probation.

In Good Standing

To be considered a student in good standing, graduate students must

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student’s degree-seeking programs.

No grade of C- or below will be accepted toward a graduate degree. Students must meet the requirements to be in good standing to graduate. All “I” and “M” grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Probation

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The College or Program may also place students on probation for other reasons as designated by the College or Program. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation
- OR
3. Dismissal from the degree program.

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Graduate School in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.

Incompletes

The assignment of an **Incomplete** grade may result in a student going on probation if the Incomplete grade is not changed to a satisfactory grade whereby the resulting GPA meets the required 3.00 to be “In Good Standing.” In the event this happens, probation is retroactive back to the semester that the initial Incomplete grade was assigned.

For example, if a student receives an “IC” (Incomplete + C) in Spring 2008, but does not complete the required work within the two allowable semesters, the grade would revert to the “C” at the end of Fall 2008. Since the grade assigned is for a course taken two semesters prior, the GPA recalculates for each of those semesters with the “C” grade added in. If the “C” grade results in the student’s GPA dropping below the 3.00, the student would be on Probation Level I (P1) as of that initial semester the IC was assigned, or Spring 2008. Given that two semesters have now passed, the student would be on P3 at the end of Fall 2008.

The 2012-13 Catalog Policy (http://www.grad.usf.edu/policies_Sect7_full.php#incomp) on Incomplete Grades is as follows:

Incomplete (I)

Definition: An Incomplete grade (“I”) is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an “I” when:

- the majority of the student’s work for a course has been completed before the end of the semester
- the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week.
-

The student must request consideration for an Incomplete grade and obtain an “I” Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student’s request for an Incomplete. The course instructor and student must complete and sign the “I” Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course.

The instructor must file a copy of the “I” Grade Contract in the department that offered the course and the Graduate School by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the “I” grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until the I grade is cleared.

An I grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. I grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an “I” grade.

Automation of Academic Probation

Per the University policy, a student is placed on probation at the end of the semester when the overall GPA falls below 3.00. BANNER is able to automate this process using rules based on the University Policy. The policy requires a minimum grade point average of 3.00 in all coursework earned after admission to a graduate degree program to remain in good standing. BANNER has the capability of updating academic standing to indicate which students have fallen below the required 3.00 GPA. In BANNER the GPA is truncated to two decimals. For example, a student with a 2.9834 GPA would have a 2.98 GPA. Since this is below the required 3.00 GPA, the student would be placed on Academic Probation.

Students on academic probation are not eligible for a Change of Program. However, they may submit a new application and application fee to be considered for a new graduate program.

How it works:

Semester 1

1. Student “in good standing” takes classes
2. The Registrar posts the grades
3. The Student’s GPA as of the end of the semester is below 3.00
4. The Student is placed on **Academic Probation – level P1** automatically after grades are posted
5. The Student’s “Academic Standing” on their OASIS Screen is updated to read “P1 - Academic Probation”
6. The Student is notified via automated email (see example) to check their OASIS account
7. The Student is mailed an automated hard-copy letter (see example) sent from the Graduate School regarding probation status.
8. The Graduate School sends a list of all students on Academic Probation to the College Graduate Coordinator
9. College notifies Program Director/Faculty/Department
10. College/Program work with the student to establish a plan to address probation

Semester 2

1. Student, now on P1 status, takes classes
 - i. Note: probationary status does not skip a semester in cases where a student chooses to take only non-grade-able hours. The substandard GPA should be addressed in the semester the student is on P1-Academic Probation status. Failure of the student to bring the GPA up to the required 3.00 will result in the student moving to the next level of academic probation and/or dismissal.
 - ii. Student takes grade-able hours (i.e. courses where a grade is assigned and computed in the GPA); **OR** non-grade-able hours (i.e. courses where a grade is assigned, but not computed in the GPA; Thesis/Dissertation hours, S/U, etc.)
2. The Registrar posts the grades
3. The Student’s GPA at the end of the semester is still below 3.00
4. The Student is placed on **Academic Probation – level P2** immediately after grades are posted
5. The Student’s “Academic Standing” on their OASIS Screen now reads “P2 - Academic Probation”
6. The Student will have an Academic Probation Hold (GP) placed on their registration.
7. The Student is notified via automated email (see example) to check their OASIS account
8. The Student is mailed an automated hard-copy letter (see example) sent from the Graduate School regarding probation status.
9. Graduate assistants will be ineligible to maintain or renew a graduate assistantship. Refer to the Graduate Assistantship Guidelines & Policies Handbook, page 4 (http://www.grad.usf.edu/newsite/ga/ga_policies_guidelines.pdf)
10. The Graduate School sends a list of all students on Academic Probation to the College Graduate Coordinator
11. College notifies Program Director/Faculty/Department
12. The College/Program may select to either 1) remove probation 2) continue probation or 3) dismiss from the degree program.

13. The student must contact his or her advisor to have the Academic Probation Hold overridden
 - i. College Graduate Coordinators (Associate Deans or designee) have the capability to issue an override to allow the student to register for classes. The override should take place only after a plan to address probation is established.
 - ii. *Note: some students may have registered early and would therefore not learn of the hold until the following semester when they register, or during the first five days of classes if they need to drop/add.*

Semester 3

1. Student, now on P2 status, takes classes (after receiving an override to register)
 - a. Student takes grade-able hours (i.e. courses where a grade is assigned and computed in the GPA); **OR** non-grade-able hours (i.e. courses where a grade is assigned, but not computed in the GPA; Thesis/Dissertation hours, S/U, etc.)
 - b. *Note: probationary status does not skip a semester in cases where a student chooses to take only non-grade-able hours. The substandard GPA should be addressed in the semester the student is on P1-Academic Probation status. Failure of the student to bring the GPA up to the required 3.00 will result in the student moving to the next level of academic probation and/or dismissal.*
2. The Registrar posts the grades.
3. The Student's GPA at the end of the semester is still below 3.00.
4. The Student is placed on **FINAL Academic Probation – level P3** immediately after grades are posted.
5. Financial Aid Blocks disbursement of Financial Aid Awards at P3 status.
6. Veteran Affairs benefits are terminated at P3 status.
7. The Student's "Academic Standing" on their OASIS Screen is updated to read "P3- FINAL Academic Probation."
8. The Student will have an Academic Probation Hold (GP) placed on their registration.
9. The Student is notified via automated email (see example) to check their OASIS account.
10. The Student is mailed an automated hard-copy letter (see example) sent from The Graduate School regarding probation status.
11. The Graduate School sends a list of all students on Academic Probation to the College Graduate Coordinator.
12. College notifies Program Director/Faculty/Department.
13. The College/Program may select to either 1) remove probation 2) continue probation or 3) dismiss from the degree program. The student must meet with his or her advisor to have the Academic Hold overridden. Please note at P3 stage a Graduate Petition must be submitted.
 - a. College Graduate Coordinators (Associate Deans or designee) have the capability of requesting an override to allow for the student register for classes. . The override should take place only after a plan to address probation is established. A Graduate Petition must be used in this case along with a copy of the plan addressing the probation . Once the Graduate School approves the Graduate Petition then the Registrar will register the approved courses. *Note: some students may have registered early and would therefore not learn of the hold until the following semester when they register, or during the first five days of classes if they need to drop/add.*

BANNER Rules

The following rules would apply to the automated process:

1. A student with an overall GPA between 3.00 and 4.00 has “Graduate Standing” (i.e. is “in good standing.”)
2. A student who attempts .10 to 999.999 grade-able hours and has an overall GPA between 0.00 and 2.99 is moved to a P1 (probation 1) status.
3. A student who attempts .10 to 999.999 grade-able or non-grade-able hours and remains with an overall GPA between 0.00 and 2.99 is then moved to a P2 (Probation 2) status.
4. A student who attempts .10 to 999.999 grade-able or non-grade-able hours and remains with an overall GPA between 0.00 and 2.99 is then moved to a P3 (Final Probation) status.
5. If a student is on probation and fails all of the courses in a term, academic standing is updated to the next level (i.e. P2/P3, or Academic Dismissal if determined by the College.)
6. **A student’s GPA changes continuously based on the grades posted in the system. A student may be removed from probation, or placed on probation, following an action such as a change of grade, completion of a missing or incomplete grade, etc. Grade changes that impact previous semesters can affect probation status for that semester.**

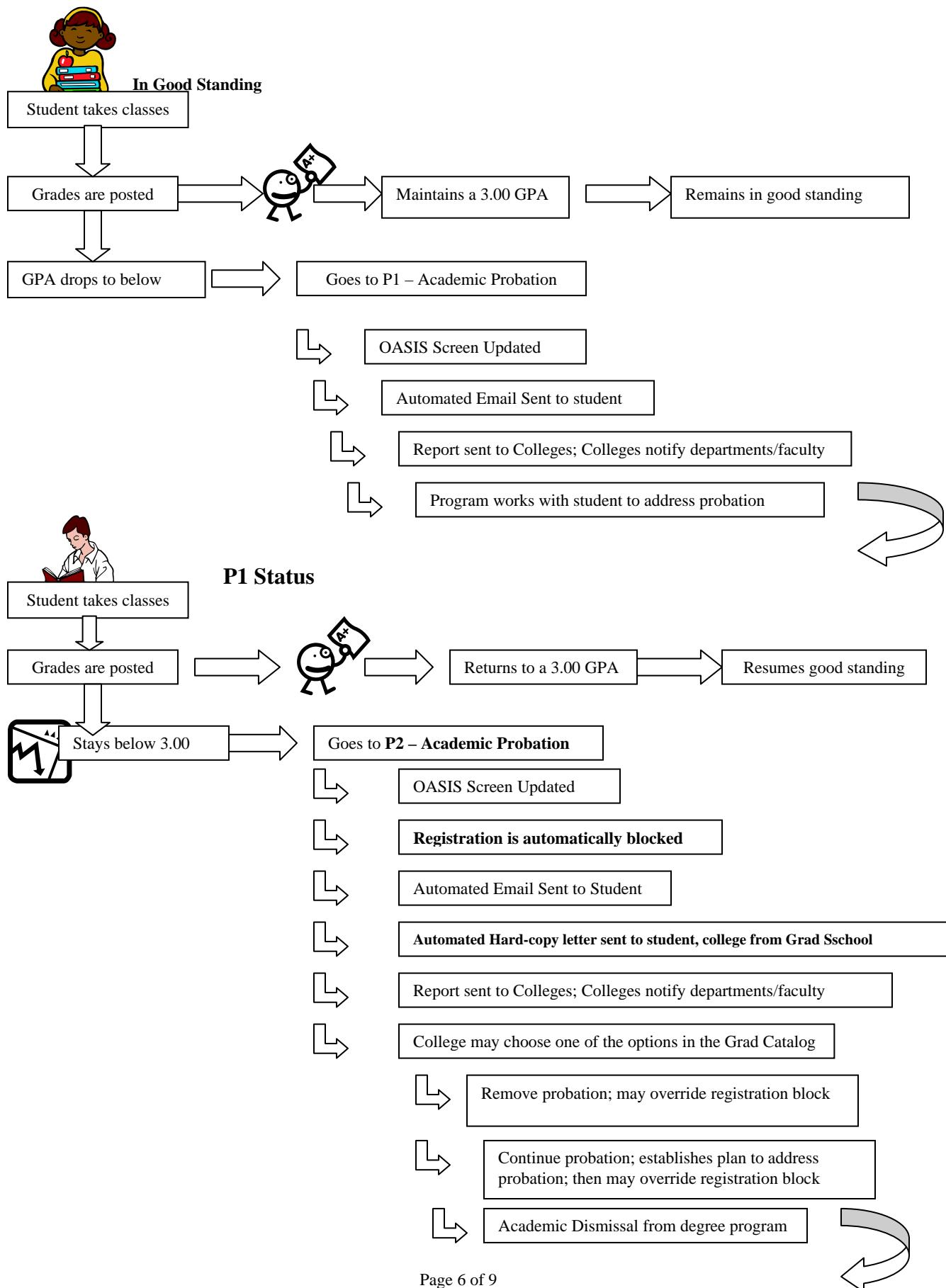
Academic Dismissal

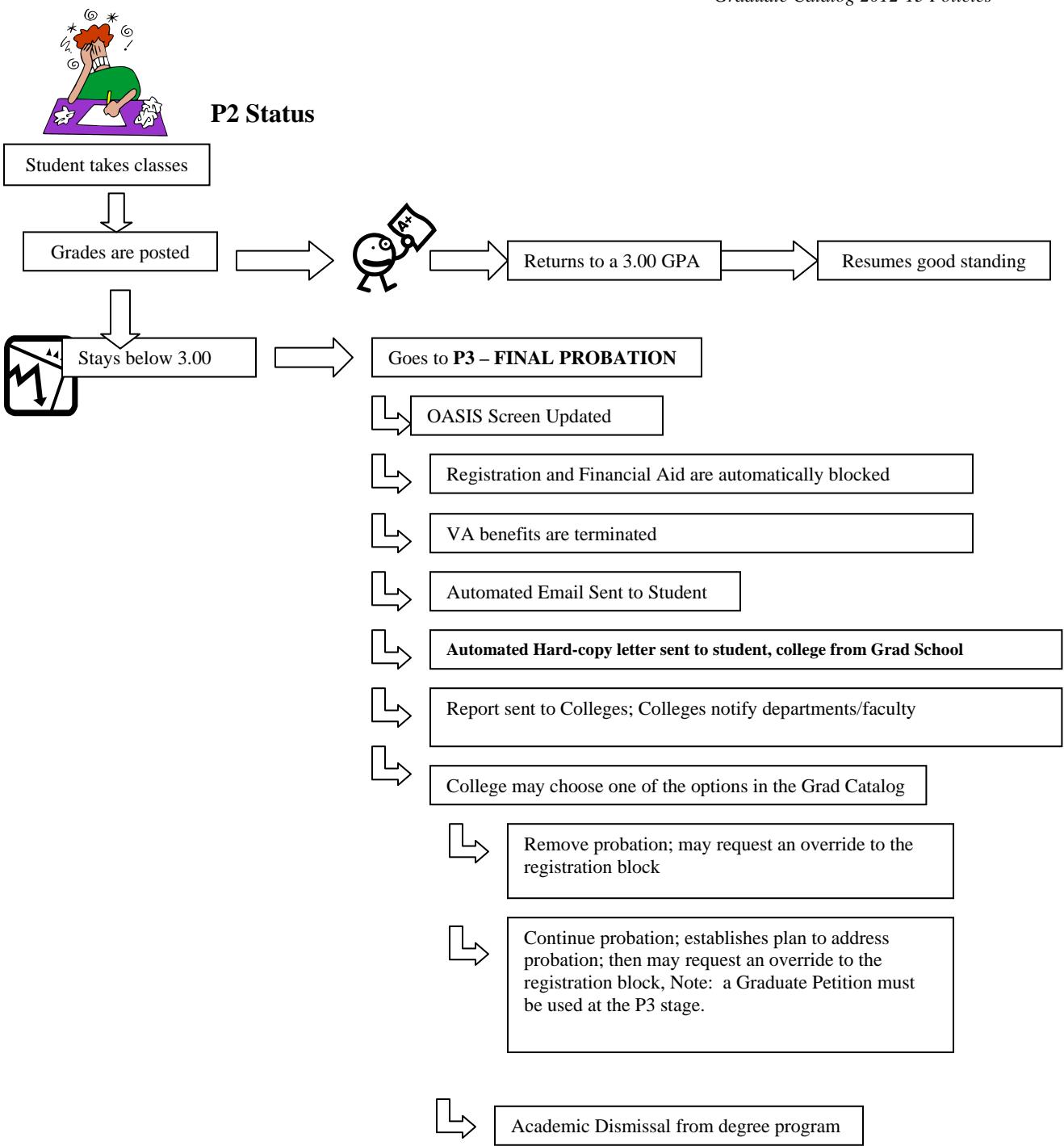
Under this process academic dismissal is NOT automated. Current procedures for academic dismissal, as specified in the Graduate Catalog, are to be followed. The policy pertaining to Academic Probation and Academic Dismissal are undergoing review and revision. Should the revisions include a more clearly defined academic dismissal requirement, the P1/P2/P3 system could be updated to a P1/P2/AD (Academic Dismissal) system with minor adjustments to rules. However, this would not take place until a later date , pending approval from all required personnel. **Therefore, if a program/college wish to academically dismiss a student, they may do so after the first semester, as the policy states. If a student is on academic probation and gets to the P3 status, academic dismissal would be achieved by submitting the Academic Dismissal form.**

Note About Transcripts

Unofficial transcripts will reflect the academic probation status and updates. Official transcripts will not include academic probation statements. Official transcripts will include notations about academic dismissals.

Automating Academic Probation Process Chart:





Academic Probation Email Sent on P1, P2, P3

Dear **Student's Name:**

Please visit the ***Online Access Student Information Systems*** (OASIS) for IMPORTANT INFORMATION.

Oasis Login (<http://usfonline.admin.usf.edu/>)

I encourage you to contact the faculty advisor to answer any program related questions. For program contact information please visit the following website.

Graduate Programs (<http://admissions.grad.usf.edu/programs.asp>)

Please contact The Graduate School at (813) 974-8800 or Toll Free 1-866-974-8800 with any questions/comments.

Thank you,
Karen Liller, Ph.D.
Vice President for Research and Innovation and Dean, Graduate School
<http://www.grad.usf.edu/>

Academic Probation Letter Mailed on P2 & P3

Date

Student's Name

Address
Address

Dear **Student's Name**:

It has been brought to my attention that you did not maintain an overall grade point average of 3.00 ("B"), which is required to be considered "in good standing" for the {insert Term/Year} semester, {insert College}. Your current GPA is {insert overall GPA}.

Any student who is not in good standing at the end of a semester shall be placed on Academic Probation with a Registration Hold. You are required to contact the faculty advisor regarding this matter and your plans to continue in the graduate program.

For your convenience the following is a list of telephone numbers for the college/school that pertains to you. Or you may visit our website: <http://grad.usf.edu/> for additional contact information.

<u>College</u>	<u>Telephone Number</u>
Arts & Sciences	(813) 974-6927
Behavioral and Community Sciences	(813) 974-2904
Business	(813) 974-3335
Education	(813) 974-3406
Engineering	(813) 974-3780
Graduate Studies	(813) 974-2846
Marine Science	(727) 553-1130
Medicine	(813) 974-4181
Nursing	(813) 974-9305
Public Health	(813) 974-6609
The Arts	(813) 974-2301

Again, I encourage you to contact your faculty advisor as soon as possible.

Sincerely,

Karen Liller, Ph.D.
Vice President for Research and Innovation and Dean, Graduate School
<http://www.grad.usf.edu/>