



Academic Probation Procedure

OFFICE OF GRADUATE STUDIES

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Current policy requires students be “In Good Standing” – defined in the Graduate Catalog (link below). Failure to be “In Good Standing” will result in Academic Probation.

[In Good Standing \(http://www.grad.usf.edu/policies_Sect7_full.php#standing\)](http://www.grad.usf.edu/policies_Sect7_full.php#standing)

[Probation \(http://www.grad.usf.edu/policies_Sect7_full.php#probation\)](http://www.grad.usf.edu/policies_Sect7_full.php#probation)

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 Office of Graduate Studies 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.

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 Office of Graduate Studies regarding probation status.
8. The Office of Graduate Studies 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 Office of Graduate Studies regarding probation status.
 9. Graduate assistants may be ineligible to maintain or renew a graduate assistantship. Refer to the Graduate Assistantship Guidelines & Policies Handbook
 10. The Office of Graduate Studies 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)
 - i. 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.)
 - ii. *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. Veteran Affairs benefits are terminated at P3 status.
6. The Student's "Academic Standing" on their OASIS Screen is updated to read "P3- FINAL Academic Probation."
7. The Student will have an Academic Probation Hold (GP) placed on their registration.
8. The Student is notified via automated email (see example) to check their OASIS account.
9. The Student is mailed an automated hard-copy letter (see example) sent from The Office of Graduate Studies regarding probation status.
10. The Office of Graduate Studies 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 must select to either 1) submit a re-admit after P3 petition or 2) dismiss from the degree program.

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. **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.**