UNIVERSITY ASSEMBLY BILL 12-6

ACADEMIC PROBATION POLICY

Whereas it is the desire of the university community to maintain high standards of academic performance among its students, be it resolved that:

All degree-seeking students are expected to make satisfactory progress toward a degree at Sangamon State University. Those who are not making satisfactory progress will be placed on Academic Probation, initiating a process whereby they must consult with their advisers to identify the causes of their lack of progress and to seek appropriate remedies to ensure successful progress toward graduation. Academic Probation is a formal warning. Non-degree students, special students, and students for whom grade point averages are not calculated, are exempt from this Academic Probation Policy. Students for whom grade point averages are not calculated remain subject to the probation policy described in the University Catalog which was in effect at the time of their admission.

At the end of every semester, undergraduate students who have a cumulative SSU grade point average of less than 2.0 (A=4.0), and graduate students who have a cumulative SSU grade point average of less than 3.0 (A=4.0), will be placed on Academic Probation. Courses taken on a “Credit/No Credit” basis, will be ignored in calculating a student’s grade point average for Academic Probation. Any student, who at any time has 12 credit hours of “Incomplete” grades will be placed on Academic Probation.

The grade report, but no the transcript, of each student placed on Academic Probation will bear the notation “Academic Probation.” The appropriate Associate Dean will be notified by the Office of Admissions and Records when a student is placed on Academic Probation. The Associate Dean will notify the student’s program Convener/Director and the student’s adviser.

A student placed on Academic Probation may continue enrollment with the approval of the adviser or appropriate program representative. An Academic Probation Registration Form which bears the adviser’s or representative’s signature must be
presented by the student at registration in order for the student to be permitted to register. Students on Academic Probation will be permitted to register for up to a maximum of 12 semester hours of course work during fall or spring semesters, and for up to a maximum of 6 semester hours during summer semester. Advisers have the discretion to approve smaller course loads.

When a student is placed on Academic Probation for a second consecutive semester, the student is automatically suspended from the university unless the student’s grade point average for the most recent semester is greater than or equal to 2.0 (if an undergraduate) or 3.0 (if a graduate). If a student is placed on Academic Probation because of “Incomplete” grades for two consecutive semesters, the student will be automatically suspended from the university regardless of the student’s semester or cumulative grade point average. A student who is suspended from the university must wait two semesters (summer is a semester) before petitioning for re-admission. A suspended student may appeal the suspension to the Associate Dean in the event of records error or unusual or extenuating circumstances.

In either case (application for re-admission or petition) re-admission is not automatic; it is granted only by those responsible for signing the re-admission application (Convener/Director, Adviser, Associate Dean, VPAA). Conditional re-admission may be granted and in such cases the conditions will be specifically stated on the application form or attachments thereto. When re-admission is granted, a statement of re-admission will be placed on the student’s grade report for the effective semester.