



Academic Intervention, Probation, and Dismissal Policy

NAME: **Academic Intervention, Probation, and Dismissal Policy**
ISSUING DEPARTMENT: **Academic Affairs**
ISSUED DATE: **February 28, 2018**
REVIEWED DATE: **October 15, 2019**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED: **October 15, 2019**

PURPOSE

To establish a developmental process for improving poor academic performance and to assist with retention efforts.

SCOPE

This policy is pertinent to all students enrolled at Mansfield University and is therefore relevant for all academic departments.

RESPONSIBILITY

The Academic Affairs division is responsible for implementing and periodically reviewing this policy.

PROCEDURE

Academic Intervention

1. At the halfway point in each semester, faculty will submit mid-semester grades for all courses.
2. When a student's GPA is less than 2.0 for that semester (calculated using mid-semester grades from the current semester only), the student is designated for academic intervention. Prior performance in previous semesters is not considered in this GPA calculation.
3. Within two working days of the deadline for the mid-semester grade posting, each department secretary runs a query for advisors that lists the advisees designated for academic intervention. Query results are provided to advisors and to department chairs. Department chairs notify students via email, with a copy to each student's advisor, that they have been designated for academic intervention. This email encourages students to contact their advisor as soon as possible to schedule an appointment.
4. Advisors will communicate with their advisees within a week of the mid-semester grade posting deadline. The advisor and advisee will then create and implement an individualized plan for success that includes the mandatory use of appropriate academic support resources, such as those provided by the Department of Academic and Human Development (tutoring services, supplemental instruction, the Writing Center, etc.). Records of participation will be maintained and consulted during any future dismissal appeal decisions.

Academic Probation

1. Students with an overall GPA below 2.0 at the end of a single semester only (not two consecutive semesters) are placed on academic probation.
2. Students on academic probation must meet with their Departmental Student Support Committee (DSSC) at the beginning of the next semester, preferably during the first week. A minimum of three faculty members will serve on the DSSC. At that mandatory meeting, the DSSC will review any previously developed plans for success and make additional recommendations, if necessary.
3. Students whose overall GPA is 2.0 or above at the conclusion of their probationary semester are removed from probation.
4. Students whose overall GPA is below 2.0 for a second consecutive semester are academically dismissed.

Academic Dismissal

1. An overall grade point average (GPA) of 2.0 is the minimum required for continued matriculation and good academic standing.
2. Students with an overall GPA below 2.0 for two consecutive semesters are academically dismissed.
3. Dismissals are processed through the Department of Academic and Human Development. Students dismissed for the first time at the end of the Fall semester may appeal their dismissal through the Academic Standards Review Board (ASRB) process. Students dismissed for the first time at the end of the Spring term may appeal their dismissal through the ASRB process or choose the “summer option” and take courses during the summer to improve their GPA.
4. Students who have been dismissed more than once may appeal their dismissal to the appropriate Dean.
5. Students who are reinstated are expected to abide by any conditions placed on their reinstatement by the ASRB and/or the appropriate Dean. Failure to abide by these conditions may result in the denial of any subsequent dismissal appeal.
6. Students who are not reinstated are encouraged to pursue coursework at a community college or another accredited higher education institution and consider applying for re-admission to Mansfield University after two semesters.

Distribution

This policy will be posted to the Policies and Procedures web page and will be included in the Policies section of the current undergraduate catalog.