

## FACULTY AGENDA ITEM NO 15-22

Date: *March 30, 2015*

Submitted by: *Probation and Reinstatement Committee, Academic Affairs committee*

SUBJECT: *Proposal to Review the Washburn University Undergraduate Academic Probation and Reinstatement Policies*

Description/Rationale: Washburn University's current Academic Probation, Suspension and Reinstatement policy places a student on probation for the next semester in which the student enrolls when the cumulative GPA falls below 2.00. As well, students whose cumulative GPA still does not meet the required standards and who earn a semester GPA below 2.00 will be suspended for at least one semester. This proposal defines access as more than the University having an Open Admissions policy because it seeks to ensure that Washburn recognizes and creates programs, policies and procedures that give students the time to mature as successful members of our Community of Learning.

The primary intention of the proposal is to give students who are not in Academic Good Standing more time to improve their academic record so that the final result is the acquisition of a post-secondary credential. It is not intended to increase student loan debt apart from such credential attainment. Nor, is it intended to lower the quality of academic work of those graduating at Washburn University.

### **Current Catalog Language**

A student in good standing is defined as one whose cumulative grade point average (GPA) is 2.00 or above.

A student whose cumulative grade point average is still below 2.00 but who earned a semester GPA of 2.25 or above will be maintained on probation;

A student whose cumulative GPA is still below 2.00 and who earned a semester GPA between 2.00 and 2.25 may be maintained on probation or may be suspended.

- I. Any student whose cumulative GPA falls below 2.00 will be placed on academic probation for the next semester in which the student enrolls.
  - A. Students will have their records evaluated at the end of the probationary semester with one of the outcomes listed above.
  - B. Students whose cumulative GPA still does not meet the required standards and who earned a semester grade point average below 2.00 will be suspended for at least one semester. Summer Sessions are not considered as one semester.
  - C. If a student feels that there were extenuating circumstances beyond the student's control which resulted in the low level of academic performance, the student may:

- a) Submit a typed petition to the Office of the Vice President for Academic Affairs requesting consideration for the extenuating circumstances. (See Section III for deadlines)
  - b) The student must present evidence of the extenuating circumstances.
  - c) The student must present evidence that these circumstances no longer exist and that the student will be able to perform at a higher level during the next semester.
  - d) The request will be presented to the Probation and Reinstatement Committee for consideration as detailed in Section IV.
- II. Reinstatement from Suspension Status
- A. In order to be considered for academic reinstatement, the student must complete the established reinstatement process no later than 60 calendar days prior to the beginning of the semester/session in which the student wants to enroll.
  - B. The student must complete the following steps in order to complete the reinstatement petition process:
    - 1) Contact the Student Life Office and set up an appointment with the Dean of Students for consultation about reinstatement.
    - 2) Obtain a Reinstatement Petition form from the Student Life Office.
      - a) The petition must be submitted with a legible Washburn ID number, mailing address including zip code, home/cell number and any former names.
    - 3) Meet with an academic advisor in the Office of Academic Advising to:
      - a) Discuss the past academic history,
      - b) Identify strategies for academic success,
      - c) Create an academic plan.
    - 4) The student should create a letter outlining:
      - a) What was discussed with the academic advisor,
      - b) Discussion of the past academic performance
      - c) Identified strategies that will assist in having a successful academic reentry to the University, and
      - d) The academic plan for the upcoming semester, if reinstated.
    - 5) The student must submit the completed Reinstatement packet which includes the Petition Form and the typed letter requesting reinstatement to the Office of the Vice President for Academic Affairs no later than 60 days prior to the beginning of the semester/session in which the student wants to enroll. The petition packet can be submitted to the Dean of Students who will ensure the completed packet is sent to the VPAA office within two (2) days of receipt.

Proposed Language [**new language is in bold**]

**Students with 0 – 29 hours must maintain a 1.8 cumulative grade point average in order to be in good academic standing. Students with 30 – 59 hours must maintain a 1.9 cum GPA or higher. Students with more than 60 credit hours must maintain a 2.0 GPA or higher to be in good academic standing. Specific regulations governing students whose cumulative grade point average does not meet good academic standing have been developed.**

**Academic Notice:**

A freshman or sophomore as determined by the student's cumulative credit hours, whose cumulative grade point average (GPA) falls below 2.00 and into the ranges below, receives a letter of Academic Notice.

Cumulative Credit Hours Attempted	Cumulative GPA Requirement
0-29	1.80 to 1.99
30-59	1.90 to 1.99

The Letter of Academic Notice will clearly state the need for students to improve their academic performance to avoid being placed on Academic Warning in a later semester. Further, it will highlight that both Associate and Bachelor degree seeking students need a minimum 2.0 GPA to graduate.

**Academic Warning:**

Academic Warning is used to indicate that an undergraduate student is not meeting requirements for good academic standing. A student is placed on academic warning when his/her cumulative grade point average (GPA) falls within the indicated range based on his/her cumulative credit hours attempted (see below).

Cumulative Credit Hours Attempted	Cumulative GPA
0-29	1.60 to 1.79
30-59	1.70 to 1.89
60-89	1.80 to 1.99
90 or more	1.90 to 1.99

A student on Academic Warning can continue to enroll at Washburn University. Students on Academic Warning are required to enroll and participate in the STAR Program: Stage 1 administered by the Center for Student Success and Retention each semester they are on Academic Warning.

STAR Program: Stage 1 includes, but is not limited to:

- Semester course registration considerations to promote success
- Completion of the online learning modules
- Mid-term grade checks and class attendance checks

**Academic Probation and Suspension:**

An undergraduate student on Academic Warning who does not achieve a 2.0 GPA for the semester and obtains a cumulative Washburn University GPA outlined below is placed on Academic Probation or can face Academic Suspension as determined by the Probation and Reinstatement Committee with input from Center for Student Success and Retention. A student who achieves 2.0 GPA for the semester but has not achieved the minimum required cumulative GPA outlined above, is considered to be on Academic Warning.

Cumulative Credit Hours Attempted	Cumulative GPA Requirement
0-29	1.59 or below
30-59	1.69 or below
60-89	1.79 or below

90 or more

1.89 or below

Students who are placed on probation rather than being dismissed by the Probation and Reinstatement committee and the Center for Student Success must enroll in the STAR Program: Stage 2.

STAR Program: Stage 2 includes, but is not limited to:

- Semester course registration revisions to promote success
- Completion of the online learning modules
- Mid-term grade checks and class attendance checks
- Required tutoring in various courses
- Required Financial Aid and/or Literacy counseling
- Academic coaching meetings

A student who completes the requirements of the STAR Program: Stage 2 but who does not meet the minimum required semester GPA or cumulative GPA listed for Academic Warning may remain enrolled only if both the CSSR and the Probation and Reinstatement Committee make a positive recommendation. In such cases, the student will be considered to be on Academic Probation and continue in the STAR Program: Stage 2.

Students on Academic Warning or Academic Probation can face immediate Academic Suspension if they do not participate in and/or successfully complete the terms of the STAR Program.

Students who obtain either a semester or cumulative GPA of 1.0 or below, can face immediate Academic Suspension, even if not previously on Academic Warning or Academic Probation.

#### Reinstatement from Suspension Status

- A. In order to be considered for academic reinstatement, the student must complete the established reinstatement process no later than 60 calendar days prior to the beginning of the semester/session in which the student wants to enroll.
- B. The student must complete the following steps in order to complete the reinstatement petition process:
  - 1) **Contact the STAR Program Coordinator to arrange an individual Student Success Plan for their transition semester back into Washburn University and to schedule their reinstatement meeting. Call the Center for Student for Success, 785-670-1942, Mabee 201, to schedule your reinstatement meeting.**
  - 2) The purpose of this meeting is to (1) discuss your past academic history, (2) explore strategies for future academic success, and (3) assist you in creating **your required individual Student Success Plan**. The **STAR Program Coordinator, upon the completion of your agreed upon Individual Student Success Plan**, will sign the verification portion of a Reinstatement Petition Form, and give to you for submission as part of your request for reinstatement.
- C. *Fast track reinstatement: If you have earned academic credits from other institutions which will make your GPA higher than a 2.0, please make sure you provide that information to the **STAR Program Coordinator**. Your earned academic credits may allow you to gain a fast track reinstatement and your advisor can provide you with*

*instructions. Also make sure that all transcripts are sent to the Admissions office once all grades have been posted at the other institution(s).*

- D. *If you believe your GPA will be higher than a 2.0 with the transfer of courses, please submit a written request\* to the VPAA office.*
- E. Complete the Reinstatement Petition Form
- F. Compose a personal statement. Your statement should include the following information:
  - 1) Discussion of your past academic performance,
  - 2) Information about your meeting with the **STAR Program Coordinator**
  - 3) The strategies you have identified to have a successful academic reentry to the University, and
  - 4) The academic plan for the semester you want to attend if reinstated.
- G. Submit the Reinstatement Petition Form and your Personal Statement by the deadline to the address listed on the Petition Form. NOTE: IF you have attended another college, official transcripts must be received by the Admissions Office for the committee's review before a final decision is made.

Annually, the Academic Affairs Committee in conjunction with the Probation and Reinstatement Committee, the Center for Student Success and Retention, and the Office of the Vice President for Academic Affairs will review data regarding student loan debt, degree attainment, achievement of academic good standing, improvement in repeated courses, retention, and default rates for students on academic warning, probation, and suspension; and starting in Fall 2020 and every 5th year after will make recommendations to the Faculty Senate on the continuation or alteration of this policy.

#### Financial Implications:

This proposal recognizes the potential net revenue that the recommended policy change will create. In summary,

- 73%: The percentage of students who would be allowed an additional term (or more) at Washburn based on this proposed policy change.
- 6.8%: The percentage of students who would move from probation/suspension to academic good standing (notice), if the proposed policy was implemented.
- \$ 1,915,750: The tuition generated if all suspended (201130-201430) were allowed to continue one term.
- \$ 926,250: The tuition generated, if the new policy existed at the time the 807 students above were suspended. The new policy would allow 211 of these students to continue at least one or more terms. This is \$ 154,375 per term.
- \$ 142, 537: The per semester tuition revenue, if we improve the number of students on probation who return to good standing by 10% and the number on continued probation (and/or warning) by 20%.

The successful launch and implementation of a rejuvenated STAR Program, with its design to assist students in finding their academic footing after a stumble and then make positive progress towards earning a degree requires the immediate hiring of one new position: The STAR Program Coordinator. This is accomplishable through the reallocation of existing CSSR funds.

In the future, as the total time commitment necessary to ensure the success of students entering the STAR Program is better understood and assuming the initial results positively impact student success and retention, the expectation is a second STAR Program team member will become necessary. The CSSR will look for funding for this position (\$40,000.00 [salary] + \$10,000.00 [benefits]) from the net revenue tuition increase attributable to the success of the STAR Program.

Proposed Effective Date: This program would be available for all undergraduate students enrolled in Fall 2015 and thereafter.

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by: *AAC on April 13, 2015*

*FAC on date*

*Faculty Senate on April 20, 2015*

Attachments Yes  No