

IU Southeast Undergraduate Academic Probation and Suspension Policy

Section 1; General Information

1.1 The IU Southeast Undergraduate Academic Probation and Suspension Policy (APSP) is designed to:

- Inform students of academic performance expectations,
- Provide a structure for consistent intervention when students are not performing well, and
- Connect Students with the staff and resources that can help facilitate their academic success.

1.2 The APSP applies to undergraduate students only.

1.2.1 The APSP states the requirements and processes for good academic standing, probation, suspension, and dismissal that apply at the campus level to all IU Southeast undergraduate students. Students who have been admitted to schools that have higher standards for maintaining good academic standing than those at the campus level (e.g, Nursing and Education) are also subject to those requirements to remain in good standing in their programs.

1.2.2 Schools with program-specific requirements for good academic standing may place a student on probation or suspend a student from that program for not meeting those requirements, but the student may not necessarily be placed on probation or suspended by the campus if the student has a 2.0 Program semester/cumulative GPA or higher and chooses to pursue and is accepted into another degree program.

1.3 The APSP policy takes precedence over qualification for student financial aid and/or maintaining student visa status.

1.4 Students who are not in good academic standing are strongly encouraged to complete any grades of I (Incomplete), assess their academic problems and other factors that are interfering with success, and, if suspended, provide evidence of their ability to perform successfully upon reinstatement to IU Southeast.

Section 2; Academic Guidelines

2.1 A student is considered to be in good academic standing when maintaining an overall Program GPA of a 2.0 (C average) or higher.

2.1.1 IU Southeast uses Program GPA in all academic decision points and to determine academic standing. Program GPA includes coursework from all IU campuses.

2.1.2 All attempted coursework is considered in determining academic standing; however, grades of I, P, S and W do not affect GPA.

2.1.3 Academic standing cannot change unless a student's Program GPA changes.

2.1.4 A student who is on academic probation or suspension and who retakes a course(s), is still on academic probation or suspension regardless of any lost credit due to a retake unless his/her cumulative Program GPA rises above a 2.0.

2.2 A degree-seeking student whose cumulative Program GPA falls below a 2.0 and who has attempted at least six credit hours of IU coursework, is on academic probation, a warning period that indicates academic improvements must be made.

2.2.1 Students on academic probation are allowed to take classes at IU Southeast, but cannot take more than 13 credit hours per semester.

2.2.2 Students on academic probation must earn a 2.0 semester Program GPA in all attempted IU coursework each semester.

2.3 When a student on academic probation raises his or her cumulative Program GPA to at least a 2.0 Program GPA, the student is no longer on academic probation.

2.3.1 The student is in good academic standing with the University and may continue taking classes without credit hour restrictions.

2.4 Students on academic probation who earn a 2.0 semester Program GPA or higher, but still have below a 2.0 Program cumulative GPA are on continued academic probation.

2.4.1 Students on continued academic probation are allowed to continue taking classes at IU Southeast, but cannot take more than 13 credit hours per semester.

2.4.2 Students on continued academic probation must earn a 2.0 semester Program GPA in all attempted IU coursework each semester.

2.5 When a student on academic probation fails to make a 2.0 semester Program GPA or higher in all attempted IU coursework during an academic semester, the student shall be academically suspended.

2.5.1 Students fulfilling a first suspension are not eligible to take classes at IU Southeast for one semester; this includes both summer and fall semesters after a spring suspension.

2.6 After fulfilling the terms of a first suspension, a student may return to IU Southeast after meeting with an academic advisor or a designated academic administrator.

2.6.1 A student returning to IU Southeast after a first suspension is still on academic probation and must earn at least a 2.0 semester Program GPA in all attempted IU Southeast coursework each semester, in order to continue as an IU Southeast student.

2.6.2 The academic advisor or administrator may impose additional conditions such as course restrictions and additional academic advising appointments.

2.7 A student who has been academically suspended once before and is still below a 2.0 cumulative Program GPA and who fails to earn a 2.0 semester Program GPA in a subsequent semester will be academically suspended for a second time.

2.7.1 Students fulfilling a second suspension are not eligible to take classes at IU Southeast for one semester; this includes both summer and fall semesters after a spring suspension.

2.8 After fulfilling the terms of a second academic suspension, a student may appeal for reinstatement to the dean of his/her School or a designated academic administrator.

2.8.1 Students appealing for reinstatement after a second suspension must submit the *Appeal for Reinstatement* form as found on the Academic Advising website to the appropriate academic administrator by August 1, to return in a fall semester, December 1, to return in a spring semester and April 1, to return in a summer semester.

2.8.2 If reinstatement is granted, the student must meet with an academic advisor prior to registration.

2.8.3 Reinstatement after a second suspension is not guaranteed.

2.8.4 If a student is reinstated after a second suspension, it is the student's final opportunity to make changes that will ensure academic success. A student returning to IU Southeast after a second suspension is still on academic probation and must earn a 2.0 semester Program GPA or higher in all attempted IU coursework each semester.

2.9 A student who has been academically suspended twice before and is still below a 2.0 cumulative Program GPA and who fails to earn a 2.0 semester Program GPA in a subsequent semester will be academically dismissed from IU Southeast.

2.9.1 Students who are dismissed are no longer eligible to take classes at IU Southeast and may not appeal for immediate reinstatement.

2.9.2 In some justifiable circumstances and with approval from a student's dean, or a designated academic administrator, a student may return to IU Southeast after sitting out for two full years. Students must contact the Office of Admissions before returning. It is highly recommended that students wishing to pursue reinstatement at this point complete an academic bankruptcy and/or show proof of academic success at another college or university. If a student is allowed to return, he/she must earn a 2.0 semester Program GPA every semester from that point forward. Failure to do so will result in permanent dismissal.

2.9.3 Students appealing for reinstatement after a dismissal must submit the *Appeal for Reinstatement* form as found on the Academic Advising website to the appropriate academic administrator by August 1, to return in a fall semester, December 1, to return in a spring semester and April 1, to return in a summer semester.

2.10 Students who are academically suspended will be administratively withdrawn from all courses in any upcoming semester prior to its start.

2.10.1 If a student is academically suspended or academically dismissed after a spring semester and is registered for the following fall semester, IU Southeast will administratively cancel all courses prior to the first of June.

2.10.2 If a student is academically suspended or academically dismissed after a fall semester and is registered for the following spring semester, IU Southeast will administratively cancel all courses prior to the first day of class.

2.11 IU Southeast reviews students' GPA and academic standing at the end of each fall and spring semester using the Program GPA.

2.11.1 When a student is found to meet the criteria for academic probation, continued academic probation, academic suspension or academic dismissal, a letter informing the student will be mailed to the student's home address as found in OneStart and a copy of the letter will be placed in the student's academic advising file. Once a student has been placed on academic probation, he/she will receive a letter at the end of each following semester stating his/her academic standing until he/she are no longer on academic probation.

2.11.2 When a student is found to meet the criteria to return to good academic standing, a letter to that effect is mailed to the student's home address as found in OneStart and a copy of the letter will be placed in the student's academic advising file.

Section 3; Appealing for Immediate Reinstatement

3.1 Students who meet the criteria for suspension and who have mitigating circumstances may appeal for immediate reinstatement, meaning that the student may not have to serve the semester of suspension (sit out), but may continue taking classes.

3.1.1 Academic suspensions advance numerically from the first academic suspension regardless of any reinstatement(s) or academic bankruptcy.

3.1.2 If a student is approved for immediate reinstatement, it does not change the student's academic standing. Academic standing changes only when a student's GPA changes.

3.1.3 Immediate reinstatement is not guaranteed.

3.1.4 Students wishing to appeal for immediate reinstatement after a second suspension must get initial approval to appeal from their academic advisor before submitting an *Appeal for Reinstatement* form; this step is not necessary for a first suspension.

3.1.5 Students who are academically dismissed may not appeal for immediate reinstatement.

3.2 To appeal for immediate reinstatement students must complete the *Appeal for Reinstatement* form found on the Academic Advising website at www.ius.edu/advising and submit it to his or her School or department.

3.2.1 The appeal form must be submitted to the School or department within two weeks of the School or department mailing the academic suspension letter or the Friday before classes start, whichever comes first.

3.3 A five person academic appeals committee consisting of at least one academic advisor and at least one faculty member appointed by the Office of Academic Affairs will review all appeals for reinstatement.

3.3.1 The decision of the committee shall be final.

3.3.2 Students will be notified of the committee's decision in an official letter, which will be mailed to the student's home address as found in OneStart and a copy of the letter will be placed in the student's academic advising file.

Section 4; Definition of Terms

4.1 Academic Standing: A student's official academic designation, consisting of Good Standing, Academic Probation, Continued Academic Probation, Academic Suspension and Academic Dismissal.

4.1.1 Good Academic Standing: A 2.0 cumulative Program GPA or higher. Students are able to continue to attend classes as usual.

4.1.2 Academic Probation: A warning period indicating that a student's GPA (Grade Point Average) is too low to meet University standards, requirements for admittance into degree-granting schools, and for graduation requirements. Academic stipulations such as required academic advising and course restriction apply.

4.1.3 Continued Academic Probation: A continuation of academic probation wherein the student has demonstrated academic progress by earning a 2.0 semester Program GPA, but is still below a 2.0 cumulative Program GPA.

4.1.4 Academic Suspension: A one semester dismissal wherein a student is not allowed to attend classes. After serving an academic suspension, the student may return to IU Southeast as a degree-seeking student; stipulations may apply; see policy.

4.1.5 Academic Dismissal: A final suspension wherein there are no immediate opportunities to return to IU Southeast as a degree-seeking student.

4.2 GPA: Grade Point Average

4.2.1 IU GPA: IU Southeast is a regional campus of Indiana University and as such all coursework completed at any Indiana University campus is calculated into students' GPAs. The IU GPA reflects the student's GPA according to standard university-wide rules. A Semester IU GPA and a cumulative-to-date IU GPA are calculated at the end of each semester. The overall IU GPA summary statistics are reflected at the end of each student career level.

4.2.2 Program GPA: The Student Program GPA is calculated according to the rules determined by the student's academic program at the time of printing. This GPA is subject to change whenever the student changes programs. The cumulative Student Program GPA statistics are reflected at the end of each student career level and are based on the student's last active primary program at that level.

4.3 Reinstatement: Allowing a student to take classes after being academically suspended. There are two types of reinstatement, see below.

4.3.1 Appeal for Immediate Reinstatement: Students who are academically suspended may appeal for immediate reinstatement, meaning not serving the semester of suspension (sit out), if extenuating circumstances contributed to their academic difficulty (certain terms apply see 3.1.4 and 3.2) .

4.3.2 Reinstatement after serving a suspension: Students who have been academically suspended and have not attended classes for one semester are allowed to return to the University based on the terms of the IU Southeast Academic Probation and Suspension Policy (see 2.7 and 2.9).

4.3.3 Students who have sat out for one full year must contact the Admissions Office before returning.

Section 5; Quick Reference Chart

Academic Standing	Cumulative Program GPA	Action Taken by the University	Student's Responsibility	Student's Failure to Complete, Results in this Action	Eligible for Reinstatement	Appealing a Decision
Good Standing	2.00 or higher	N/A	Maintain a cumulative Program GPA of 2.0 or higher	The student being placed on academic probation.		
Academic Probation	Has attempted at least 6 credit hours and has a GPA of less than 2.0.	Students are officially informed of their academic standing and are limited to 13 credit hours each semester.	Achieve a semester Program GPA of 2.0 or higher.	The student will be placed on academic suspension if a 2.0 semester Program GPA is not attained during the semester of probation.	N/A	N/A
Continued Academic Probation	Student is on probation and attains a semester Program GPA of 2.0 or higher but has a cumulative program GPA of less than 2.0.	Students are officially informed of their academic standing and are limited to 13 credit hours each semester.	Achieve a semester Program GPA of 2.0 or higher.	The student will be placed on academic suspension if a 2.0 semester Program GPA or higher is not attained during the	N/A	N/A

				semester of continued probation.		
First Suspension	Cumulative Program GPA is already below a 2.0 and a semester Program GPA of a 2.0 or higher was not attained.	Students are officially informed of their academic standing and that they must sit out one semester. Registration for any future term will be canceled	Must sit out one semester. Upon return, students must earn a 2.0 semester Program GPA.	Students will be placed on a second academic suspension.	Students must meet with an academic advisor and/or the School Dean/department director prior to reinstatement.	Students may appeal for immediate reinstatement within two weeks of mailing suspension letters. An Appeals committee will review the appeal.
Second Suspension	Student has served first suspension, cumulative Program GPA is already below a 2.0 and a semester Program GPA of a 2.0 or higher was not attained.	Students are officially informed of their academic standing and that they must sit out one semester. Registration for any future term will be canceled.	Must sit out one semester. If reinstated students must earn a 2.0 semester Program GPA upon return.	Students will be academically dismissed.	Students must appeal for reinstatement to the School Dean/department director prior to being reinstated; reinstatement is not guaranteed after a second suspension.	Students with initial approval from their academic advisor may appeal for immediate reinstatement within two weeks of mailing suspension letters. An Appeals committee will review the appeal.
Academic Dismissal	Student has served second suspension, cumulative Program GPA is already below a 2.0 and a semester Program GPA of a 2.0 or higher was not attained.	Students are officially informed of their academic standing. Registration for any future term will be canceled.	Can no longer attend IU Southeast.		**	N/A

** In some justifiable circumstances and with approval from a student's dean, or another designated academic administrator, a student may return to IU Southeast after sitting out for two full years. Students must contact the Office of Admissions before returning and it is highly recommended that students wishing to pursue reinstatement at this point also complete an academic bankruptcy and/or show proof of academic success at another college or university. If a student is allowed to return, he/she must earn a 2.0 semester Program GPA every semester from that point forward. Failure to do so will result in permanent dismissal.

