

# UNDERGRADUATE ACADEMIC STATUS: PROBATION, DISMISSAL, APPEAL PROCESS

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**Approved by:** Academic Affairs

**History:**

**Related Policies:**

**Related Forms, Procedures and References:**

**For Questions Contact:** Academic Advising | 414.382.6029 or advising@alverno.edu | FO 121

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## UNDERGRADUATE ACADEMIC STATUS

The Undergraduate Committee on the Status of Students is responsible for determining the academic status of each undergraduate Alverno College student. At the end of each semester, the Committee reviews students who have demonstrated academic difficulty including not successfully completing courses and/or assessments and/or abilities and/or program outcomes. The four academic status decisions include:

**Good Standing:** In general, students who successfully complete all/a large majority of their coursework in a given semester are considered academically to be in Good Standing. Students on Probation or Probation with Warning who resolve prior unsuccessful courses, while also showing success in new coursework, may be moved to the status of Good Standing.

**Probation:** In general, students who (a) are unsuccessful in more than one course or 5-6 credits of coursework in one semester and/or (b) are unsuccessful in a core course for their major or program and/or (c) have a multi-semester pattern of not successfully completing courses may be placed on academic Probation. Students on Probation with Warning that resolve prior unsuccessful courses, while also showing success in new coursework, may be moved to Probation status. Instructors of a student on Probation are encouraged to complete a Mid-Semester Progress Report that is routed to the student and their advisor.

**Probation with Warning:** In general, students who (a) are unsuccessful in all or a majority of their coursework in one semester and/or (b) have a pattern of multiple semesters of unsuccessful coursework may be placed on academic Probation with Warning. The warning statement indicates that unsuccessful results in one or more courses in a semester while a student is on Probation with Warning may result in academic dismissal.

Instructors of a student on Probation with Warning are encouraged to complete a Mid-Semester Progress Report that is routed to the student and their advisor.

**Academic Dismissal:** In general, students who (a) are unsuccessful in all or a majority of their coursework in one semester and/or (b) have a pattern of multiple semesters of unsuccessful coursework and/or (c) do not comply with any special conditions that have been applied to the student's continued enrollment due to their Probation or Probation with Warning status may be considered for Academic Dismissal from the

College. While students on Probation with Warning are most frequently subject to Academic Dismissal, students on Good Standing and on Probation may also be dismissed if the Committee determines that the circumstances warrant this action.

Undergraduate students who are placed on Probation or Probation with Warning are subject to special conditions of continued enrollment. These conditions may include, but are not limited to: additional course prerequisites, credit limits, meetings with specific faculty/staff, or other special requirements as determined by the Committee. Failure to comply with these special conditions of continued enrollment may result in academic dismissal. When academic status is reviewed the following is taken into consideration:

- the student's most recent progress in their courses/assessments/abilities/outcomes
- the student's entire course history
- feedback from faculty/advisor(s) regarding academic progress including Mid-Semester Progress Reports
- attendance and demonstration of other course expectations
- communication received from the student (students, especially those on Probation or Probation with Warning, are invited and encouraged to write to the Committee regarding their academic progress)

Undergraduate students are notified of their academic status through their Alverno email and/or hard copy letter mailed to residence on file with the College. Students that are academically Dismissed may appeal this decision within ten (10) business days of receiving the notification (appeal contact person is provided in dismissal letter). Undergraduate students placed on Probation or Probation with Warning may request a review of their status decision by contacting Kate Tisch, Coordinator of the Undergraduate Committee on the Status of Students and Director of Academic Advising.