

Academic Probation Policy

Responsible Executive	Dean of Faculty
Responsible Party	Dean, Department Chair, Registrar, Student Financial
Approval / Signature	Academic Affairs Committee of the Board of Trustees
Pertinent Dates	Approved: May 9, 2022 To be reviewed: Fall 2024
Related Policies	Satisfactory Academic Progress Policy Financial Aid Probation Academic Dismissal Policy Appealing Academic Dismissal Grade Appeal Policy Change of Grade Policy Grade of Incomplete Policy Repeats Policy
Audience & Applicability	All SIT Graduate Institute Students All SIT Graduate Institute Program Chairs

POLICY

1. Purpose

The policy serves to inform students enrolled in SIT Graduate Institute of the consequences of not being in good academic standing, including relevant explanations, procedures, and appeals process pertaining to Academic Probation

2. Policy Statement

Graduate students who maintain a minimum semester and cumulative grade point average (GPA) of 3.00 each semester are considered to be in good academic standing. Students who fall below this minimum, or students who fail classes taken Pass/No Pass, will be placed on probation or dismissed.

Any graduate student whose semester grade point average (GPA) falls between 2.9999 and 2.5000 or who passes less than 67 percent of credits attempted in a semester will be placed on academic probation for one semester.

The student is required to discuss their academic status with the dean and make a plan for regaining satisfactory academic status. This agreement must include the student retaking and passing the failed course(s) no later than the next semester during which it is offered. The detailed plan must be signed by the dean and the student and forwarded to the registrar to be maintained in the student file.

A student who has been placed on probation is instructed to take specific actions or demonstrate changes in performance. The Academic Review Board reviews the student's case at the end of the probation semester, or at an earlier date if specified in the probation letter, to determine the student's eligibility to continue in the program.

When a student is placed on academic probation because of a semester or cumulative GPA issue and takes an Incomplete, the student can still enroll in the following semester even if it is a sequenced course (part 2 of 3 for example). The final grade will impact the student's GPA but will not change the academic probation status. The student still has to clear the academic probation. However, when on academic probation, the student will not be allowed to enroll in a course the pre-requisite for which is the course for which the Incomplete was taken in the previous semester.

A student on probation who fails to raise their cumulative GPA to at least 3.00 or who fails to pass repeated courses by the end of the semester on probation will be dismissed

from the program for academic reasons. A student whose cumulative GPA falls below 2.50 will be dismissed.

3. Definitions

Satisfactory Academic Progress (SAP): A grade point average of 3.0 or higher. SAP is assessed by the registrar and the financial aid officer for each student enrolled in a Graduate Institute program at the end of each semester.

Probation Letter: Written notification from the registrar that a student has been put on academic probation. The letter outlines the reason the student is being placed on probation, steps to take to regain SAP, recourse, and eventual outcomes. The Financial Aid Officer notifies students that they are on financial aid probation by letter and informs them of the steps they must take to regain financial aid eligibility.

4. Procedures

- Grades are submitted by faculty at the end of each semester
- Reports are run by the registrar and the financial aid officer to evaluate the semester SAP for all students.
- A probation letter is sent to all students with a GPA of 2.999 or lower by the registrar and the financial aid officer
- Students on probation must discuss their academic status with their program Chair and the dean and make a plan for regaining satisfactory academic status
- The plan must be signed by the dean and the student and must be forwarded to the registrar and the program Chair and included in the student's file
- Students on probation must retake courses they failed no later than the next semester during which the course is offered.
 - Students who meet the agreed upon terms of probation will be removed from probation.
 - Students who fail to meet the agreed upon terms of probation will be dismissed.

Appeal Process

Any student who is placed on academic probation will also be on probation for financial aid. The student may continue to receive financial aid during the semester on probation but must regain satisfactory academic progress prior to the next semester to continue to receive aid. The registrar will notify students who fail to meet the academic standards of satisfactory academic progress outlined above and provide information about the appropriate academic appeal

process. Students will be notified by the Financial Aid Office if they are being placed on financial aid probation or are deemed ineligible for financial aid due to lack of satisfactory academic progress.

Students who have been dismissed from SIT Graduate School due to poor academic performance may appeal the academic dismissal decision to the office of the dean of SIT Graduate School. The affected party must submit an appeal of the academic dismissal to the office of the dean of SIT Graduate School no later than 30 days after the date of dismissal. The letter of appeal should include (a) the reasons for the appeal, (b) any relevant summary of discussions that took place between the student and representatives of the student's program of study and or advisor, and (c) outcome or solution proposed by the student. The dean of SIT Graduate School informs the representatives of the student's program of study of the appeal by sending them a copy of the student's letter of appeal.

Reasons for appeal:

- a) inaccurate calculation of grade,
- b) inappropriate application of standards for academic performance and satisfactory progress
- c) circumstances that are relevant to the dismissal but only became known after the dismissal.

Process for responding to appeal:

The dean of SIT Graduate Institute may (a) act on the appeal, (b) appoint a designee to collect additional information on behalf of the dean, (c) constitute a review committee consisting of at least three persons to provide a recommendation to the dean of faculty. The committee may review all materials and communications and request additional information.

Courses in which the student has earned a grade of No Pass (NP) or B– (2.70) or below may be repeated for credit. In such cases, the original grade and credit will not be calculated in the cumulative GPA, although a record of the course will remain on the student's transcript and be identified with an "R" or "M" by the original final grade. All course repeats must be filed with the Registrar's Office.

Repeated courses may incur additional tuition charges at the current rate per credit hour.

Students may appeal being placed on Academic Probation by following the steps below. To file a Satisfactory Academic Progress (SAP) appeal, a student must:

- Complete the SAP Appeal Form
- Attach a written statement that addresses the extenuating circumstances that led to the student not meeting SAP and what has changed that will allow them to meet the SAP standards going forward.
- Provide supporting documentation of the extenuating circumstances.
- Submit the SAP Appeal Form, written statement and supporting documentation to Financial Aid office at finaid@sit.edu for review and resolution.

The Financial Aid office will review each appeal and make one of the following determinations:

- The student's appeal may be denied. In this case, the student must regain eligibility without financial aid before reinstatement of financial aid.
- The student's appeal may be approved. This student will be placed on “financial aid probation” which allows the student to receive financial aid contingent upon the successful completion of the requirements set forth in the SAP Academic Plan for Financial Aid Eligibility. The conditions of the SAP Academic Plan are individually tailored for each student. Reinstatement of eligibility for aid is conditional upon the student agreeing to and following the SAP Academic Plan.

5. Exceptions

There are no exceptions. This policy is in keeping with the federal guidelines for Satisfactory Academic Progress that apply to all Title IV-eligible schools.

6. Forms

There are no forms. The registrar informs the student of academic probation by letter and the financial aid officer informs the student of financial aid probation by letter.

7. Contact Information: registrar@sit.edu