



Office of Academic Advising, Huizenga School

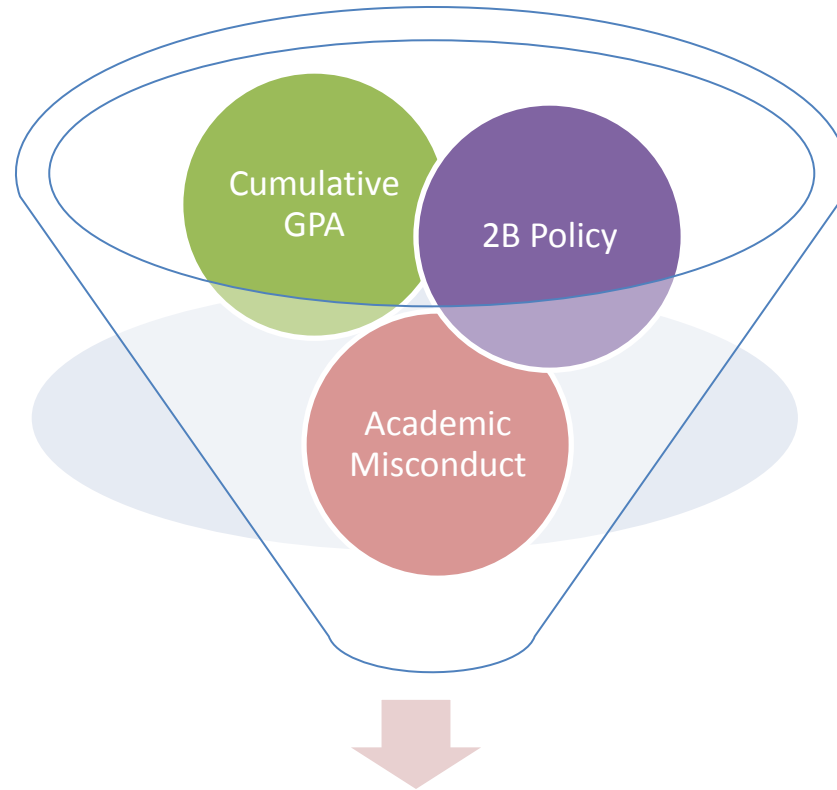
DEFINING ACADEMIC STANDARDS

STEPHAN MORRISON

TINA SANTORO

2.22.12

Academic Standards



Probation ➡ **Suspension** ➡ **Dismissal**

2B Policy

- **Standard:** Students must not earn more than two grades below a B during the duration of their course of study. Includes Foundation and Certificate courses
- A grade of B- (2.7) is below a B (3.0).
- **Less or equal to 2 letter grades below B = Good Standing** (provided cumulative GPA 3.0 or higher)
- **More than 2 letter grades below B = 2B Probation (BP)**
- 2B designation supersedes GPA designation
- Catalog differences for 200810 to 200910 Terms

2B Probation

More than two letter grades below “B”

200810-200910

If a current student has **existing grades below a B** (however many there are between 200810 & 200910), only two of them will be counted toward their academic status. If the student earns a subsequent grade below a B, the student will be under the 2B grade policy.

200920 - Forward

If a third grade below a B is earned, student must retake one of the classes (and earn a B or better) their next registered term to get off 2B probation. If the student earns a subsequent grade below a B, the student will be suspended for one academic year with no appeal.

GPA Policy

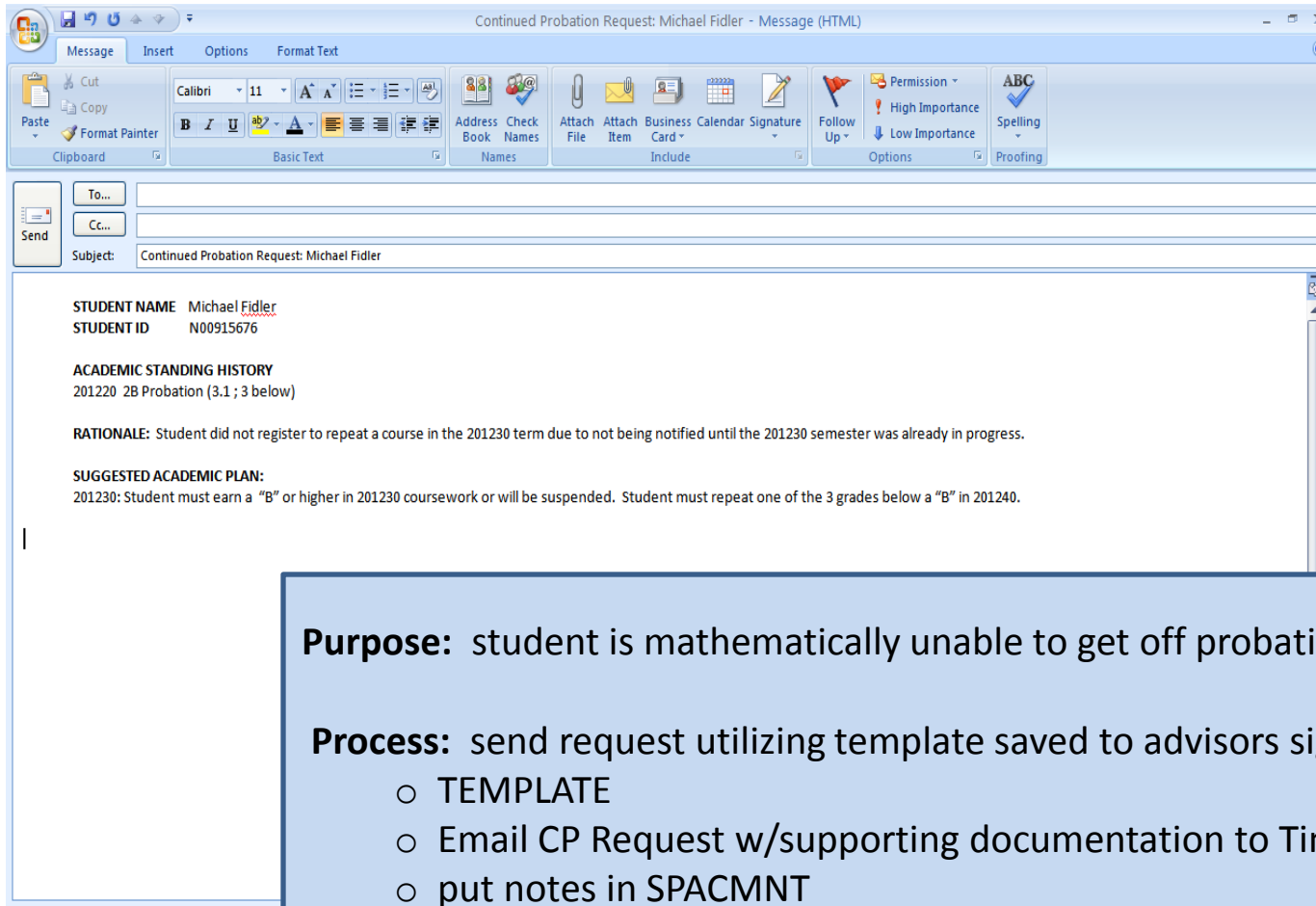
- **Standard:** Students must maintain a cumulative grade point average of 3.0 for the duration of their course of study.
- Cumulative GPA **equal to or above** 3.0 = **Good Standing**
(provided no more than 2 letter grades below a B, 2B supersedes GPA)
- Cumulative GPA **below** 3.0 = **GPA Probation (GP)**

GPA Probation

Cumulative GPA falls below 3.0

- Student placed on academic probation for one term. Students must attempt to earn grades for courses in their next registered term to raise their GPA to at least a 3.0. Students who fail to raise the GPA to a 3.0 or higher while on probation will be suspended for one academic year with no appeal.

Continued Probation (CP) Requests



Continued Probation Request: Michael Fidler - Message (HTML)

Message Insert Options Format Text

Calibri 11 A⁺ A⁻ B I U ab? A

Address Book Check Names Attach File Attach Item Business Card Calendar Signature Follow Up Permission High Importance Low Importance Spelling Proofing

To...
Cc...
Send
Subject: Continued Probation Request: Michael Fidler

STUDENT NAME Michael Fidler
STUDENT ID N00915676

ACADEMIC STANDING HISTORY
201220 2B Probation (3.1 ; 3 below)

RATIONALE: Student did not register to repeat a course in the 201230 term due to not being notified until the 201230 semester was already in progress.

SUGGESTED ACADEMIC PLAN:
201230: Student must earn a "B" or higher in 201230 coursework or will be suspended. Student must repeat one of the 3 grades below a "B" in 201240.

Purpose: student is mathematically unable to get off probation next registered term

Process: send request utilizing template saved to advisors signatures

- TEMPLATE
- Email CP Request w/supporting documentation to Tina Santoro
- put notes in SPACMNT
- Wait for approval/disapproval – no guarantees
- Notify student

Academic Misconduct

- **Plagiarism / Cheating**
 - Letter grade for course reports as “F” on official transcript as well as academic misconduct notation
 - “F” grade can not be excluded
- **Behavioral Misconduct**
 - Generally, these students are expelled from the university
- **Advisor :**
 - Verify student has not dropped course; if they have notify Associate Director
 - Make clear notes in SPACMNT that “F” is due to Academic Misconduct and grade should not be included/excluded
 - Determine student’s new academic standing
 - Verify that the program office contacted Associate Director to post Academic Misconduct coding on transcript. If not, contact Associate Director.

Suspension / Dismissal

- **2B Suspension** : fails to successfully complete repeat course next registered term
- **GPA Suspension:** fails to successfully complete course(s) next registered term
- **Dismissal:** returning suspended student fails to get off probation

Academic Standing History/SPACMNT

Oracle Developer Forms Runtime - Web: Open > SPACMNT

File Edit Options Block Item Record Query Tools Help

Person Comment: SPACMNT 8.2 (PROD)

ID: N00131197 Business, Mary M.

Comment Type: 100 General Comment

Originator: BAVM HSBE Masters Advising

Contact:

Contact Date: 16-FEB-2012

Appointments

From Time:

To Time:

Confidentiality

Add Date: 16-FEB-2012

Activity Date: 20-JUL-2010

Last Updated by: CBTSALL

Comments:

ACADEMIC STANDING HISTORY
201020 GPA PROBATION (2.5 GPA; 2 BELOW)
201030 OFF PROBATION (3.1 GPA; 1 BELOW)
201110 2B SUSPENSION (2.1 GPA; 4 BELOW)
201210 READMIT/CONTINUED PROBATION (2.5 GPA; 3 BELOW)
201220 OFF PROBATION (3.1 GPA; 2 BELOW)

Narrative Comments:

201220: STUDENT SUCCESSFULLY COMPLETED 201210 COURSEWORK. RETAKING ADDITIONAL COURSE IN 201220 SEMESTER. IF STUDENT EARNS A 'B' OR HIGHER, STUDENT WILL BE IN GOOD ACADEMIC STANDING. TRS

201210: STUDENT READMITTED AND RETAKING 1 OF THE 4 COURSES BELOW A 'B'. STUDENT MUST EARN A 'B' OR HIGHER IN 201210 COURSEWORK OR WILL BE DISMISSED. PER TRS, IF 201210 COMPLETED SUCCESSFULLY CONTINUED PROBATION WILL BE GRANTED, STUDENT MUST RETAKE COURSE IN 201220. (AS)

201110: SPOKE WITH STUDENT RE: SUSPENSION. SEE ADDITIONAL SPACMNT COMMENTS. SM

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/? ... List of Valu... <OSC>

Additional SPACMNT notes

The image displays two overlapping windows from the Oracle Developer Forms Runtime application, both titled "Person Comment SPACMNT 8.2 (PROD)".

Top Window (Left):

- ID:** N00131197 Business, Mary M.
- Comment Type:** 100 General Comment
- Originator:** BAVM HSBE Masters Advising
- Contact:** [Empty]
- Contact Date:** 16-FEB-2012
- Appointments:** [Icon]
- Confidentiality:**
- From Time:** [Empty]
- Add Date:** 16-FEB-2012
- Comments:** 201110: spoke with student re: suspension and sent follow up email. TRS
- Narrative Comments:**

Dear Mary,
I am glad I was able to reach you by phone today. As we discussed, you have grades below a "B". I have dropped you from all 201120 coursework. You can re-enroll next semester to improve your academic standing. Please see the link to the academic policy or concerns, do not hesitate to give me a call.

See page 43!
http://www.huizenga.nova.edu/Documents/Catalogs/GRAD_2011-2012.pdf

Bottom Window (Right):

- ID:** N00131197 Business, Mary M.
- Comment Type:** 100 General Comment
- Originator:** BAVM HSBE Masters Advising
- Contact:** [Empty]
- Contact Date:** 16-FEB-2012
- Appointments:** [Icon]
- Confidentiality:**
- From Time:** [Empty]
- To Time:** [Empty]
- Add Date:** 16-FEB-2012
- Activity Date:** 16-FEB-2012
- Last Updated by:** CBTSALL
- Comments:** 201020: spoke with student re: GPA probation and sent follow up email. TRS
- Narrative Comments:**

Dear Mary,
This is just a follow up email to the conversation we had earlier. As we discussed you are on GPA probation. You agreed to send me an STF to drop your currently registered course (FINP 5008) to retake MGT 5020. You will need to earn a "B" or higher in the course in order to achieve successful academic standing. If you do not achieve successful academic standing you will be suspended for one year. Please see the link to the academic standing policy in the catalog. As always, if you have any questions or concerns, do not hesitate to give me a call.

See page 43!
http://www.huizenga.nova.edu/Documents/Catalogs/GRAD_2011-2012.pdf

At the bottom of the top window, there is a "Narrative Comment Text (free form)" section with a "Record: 1/?" indicator and a "<OSC>" button.

2nd degree notes

Oracle Developer Forms Runtime - Web: Open > SPACMNT

File Edit Options Block Item Record Query Tools Help

ORACLE

Person Comment SPACMNT 8.2 (PROD)

ID: N00131197 Business, Mary M.

Comment Type: HLD Registration Hold Comment

Originator: BAVM HSBE Masters Advising

Contact: [Empty]

Contact Date: 16-FEB-2012

Comments:

2nd degree:201130

Narrative Comments:

Short Comment Text (free form).

Record: 1/?

Cert: 201120
3rd degree: 201140

sallieti2BGrades [Read-Only] - Microsoft Excel

Workbook Views: Normal, Page Layout, Page Break Preview, Custom Views, Full Screen

Formulas: Ruler, Gridlines, Message Bar

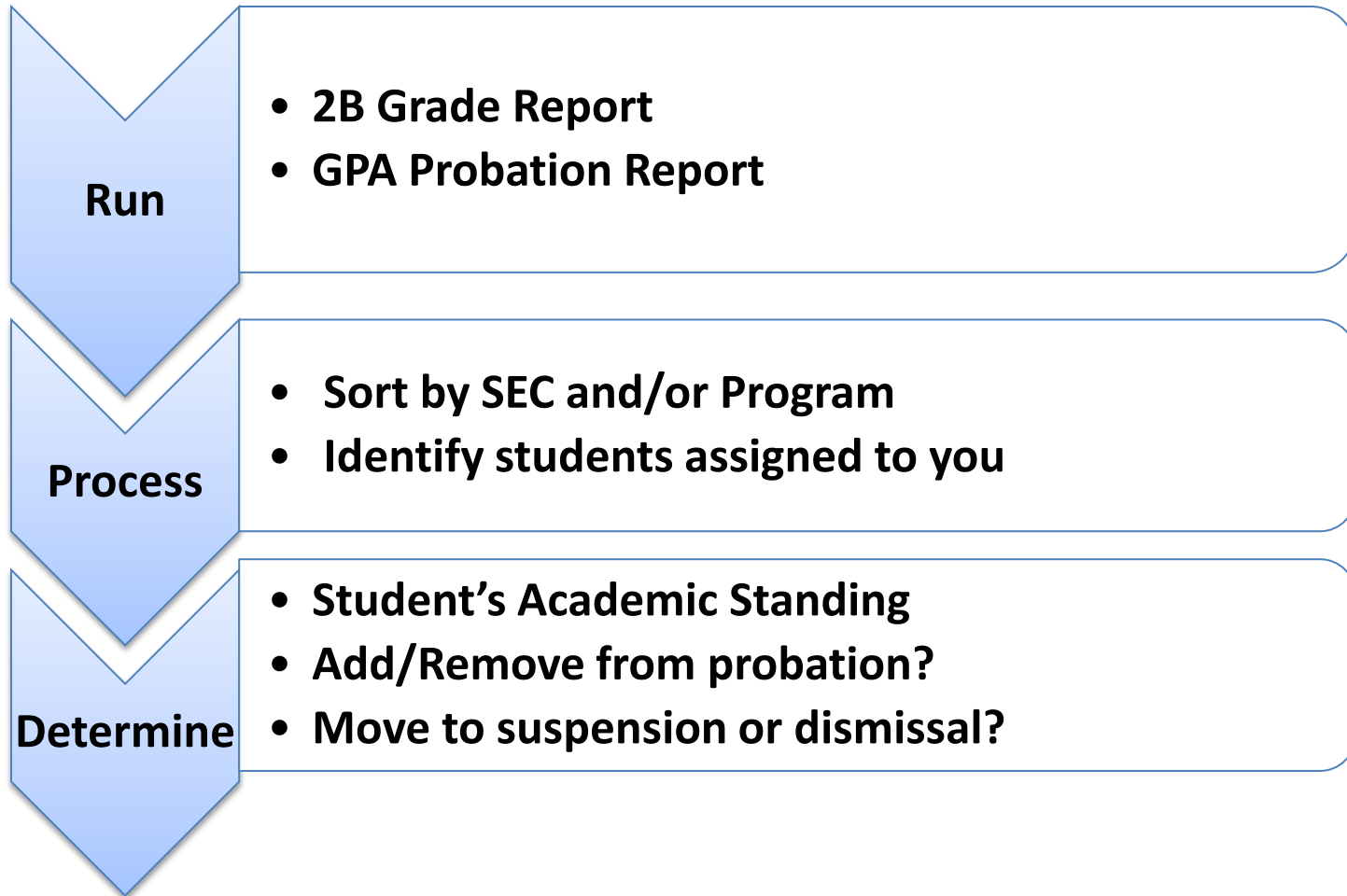
Data: Zoom 100%, Zoom to Selection

Review: New Window, Arrange All, Freeze Panes, Split, Hide Rows, Hide Columns, Set Window Position, Save Workspace, Switch Windows, Macros

L181 2nd degree: 201130

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Banner_IC	Last_Nam	First_Nam	Academic	GPA	Term	CocGrade	Grade Date	Subject	Course	Section	HLD Comn	Email	Phone	Level	CocProgram	Major	Conc	Minor	Sta
179			Christina		3.471429	201120	C	12/21/2010	ACT	5060	WB2		dinitto@N 954 66771	B1	MBA	B503				AS
180			Christina		3.471429	201140	B-	6/14/2011	OPS	5095	WB5		dinitto@N 954 66771	B1	MBA	B503				AS
181			Joan		3.4	200840	C+	6/23/2008	ACT	5060	MBE	2nd degree	dreckett@954 646	B1	MAC_AC	B551				AS
182			Joan		3.4	201210	B-	9/19/2011	ACTP	5007	WEB	2nd degree	dreckett@954 646	B1	MAC_AC	B551				AS
183			Joan		3.4	201220	C	12/9/2011	ACTP	5008	WB2	2nd degree	dreckett@954 646	B1	MAC_AC	B551				AS
184			Alvaro	BP (20121	3.156757	201110	B-	9/20/2010	ACT	5733	WEB		dalvaro@I 786 35098	B1	MAC_AC	B551				AS
185			Alvaro	BP (20121	3.156757	201210	C	9/16/2011	ACT	5713	WB3		dalvaro@I 786 35098	B1	MAC_AC	B551				AS
186			Alvaro	BP (20121	3.156757	201210	C	9/19/2011	ACT	5756	WB2		dalvaro@I 786 35098	B1	MAC_AC	B551				AS
187			Ilse		3.261538	201110	B-	10/4/2010	LED	5630	LED		dilse@No 305 496	B1	CERT30	B517				AS
188			Ilse		3.261538	201140	B-	6/20/2011	LED	5380	LED		dilse@No 305 496	B1	CERT30	B517				AS
189			Michelle	GP (20113	3.016667	201130	C	3/23/2011	FINP	5008	WB3		michduke 209 40695	B1	MBA	B503				AS
190			Michelle	GP (20113	3.016667	201210	C	9/19/2011	ECN	5050	EVR		michduke 209 40695	B1	MBA	B503				AS
191			Lynette	GP (20040	2.5	200430	F	3/24/2004	GMP	5014	WB9		dlynette@305 519	B1	CERT30	B565				AS
192			Lynette	GP (20040	2.5	200430	B-	3/17/2004	GMP	5375	HR2		dlynette@305 519	B1	CERT30	B565				AS
193			Caroline	BP (20122	2.777778	201140	B-	6/21/2011	ECN	5050	MIR		ce272@N	B1	MBA	B503				AS
194			Caroline	BP (20122	2.777778	201220	F	12/13/2011	QNT	5040	WEB		ce272@N	B1	MBA	B503				AS
195			Caroline	BP (20122	2.777778	201220	C+	12/12/2011	MKT	5070	WEB		ce272@N	B1	MBA	B503				AS
196			Mohamed	BP (20113	3.286486	201120	B-	12/20/2010	HRM	5030	MB8		me494@N 9.55E+09	B1	MBA_DA	B503				AS
197			Mohamed	BP (20113	3.286486	201130	C+	3/22/2011	ECN	5050	MBL		me494@N 9.55E+09	B1	MBA_DA	B503				AS
198			Giselle	BP (20122	2.75	201130	B-	3/28/2011	MGT	5015	WKE		ge123@N 305 49503	B1	MBA	B503	B813			AS
199			Giselle	BP (20122	2.75	201220	C+	12/16/2011	MKT	5017	WKE		ge123@N 305 49503	B1	MBA	B503	B813			AS
200			Giselle	BP (20122	2.75	201220	B-	12/12/2011	ECN	5050	WEB		ge123@N 305 49503	B1	MBA	B503	B813			AS
201			Jessica	GP (20121	3.1	201210	F	9/15/2011	ACTP	5001	WB3		je487@Nc 954 47883	B1	MBA_DA	B503	B517			AS
202			Jessica	GP (20121	3.1	201220	C	12/12/2011	FINP	5008	EVT		je487@Nc 954 47883	B1	MBA_DA	B503	B517			AS
203			Audrey		3.607143	201120	C	12/13/2010	FINP	5008	EVT		af698@Nc 954 82146	B1	MBA	B503				AS
204			Audrey		3.607143	201130	C+	3/22/2011	ECN	5050	MBL		af698@Nc 954 82146	B1	MBA	B503				AS

Proactively Identifying Probation Students



Identifying Students

salliet2BGrades [Read-Only] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

I52 GP (201120 - B1)

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	
1		Banner_IC	Last_Nam	First_Nam	Advisor	Decision	Advisor Comments	Academic	GPA	Term	Cod	Grade	Grade Date	Subject	Course	Section	HLD Co
32		N		Tarek					2.8	201220	B-	12/5/2011	MKT	5017	MB1		
33		N		Tarek					2.8	201220	B-	1/4/2012	MGT	5020	MB8		
34		N		Sean				BP (20073	3.42	200530	C+	4/11/2005	GMP	5940	MBL	2nd de	
35		N		Sean				BP (20073	3.42	200630	B-	3/22/2006	GMP	5014	WB6	2nd de	
36		N		Sean				BP (20073	3.42	200730	B-	3/23/2007	ACT	5060	WEB	2nd de	
37		N		Melissa					3.373333	200840	B-	7/23/2008	QNT	5040	WB4		
38		N		Melissa					3.373333	201220	F	12/16/2011	FIN	5080	MBL		
39		N		Wilfredo				BP (20104	3.360526	200940	C+	6/23/2009	ACT	5743	WB2		
40		N		Wilfredo				BP (20104	3.360526	201110	C+	9/20/2010	TXX	5762	WB2		
41		N		Wilfredo				OP (20112	3.090909	200740	B-	6/26/2007	LED	5670	LDR		
42		N		Sylvester				OP (20112	3.090909	201120	B-	12/17/2010	QNT	5002	EVR		
43		N		Sylvester				OP (20112	3.090909	201210	B-	9/15/2011	MGT	5090	MB1		
44		N		Sylvester				OP (20112	3.090909	201220	F	12/23/2011	ENT	5960	ENL		
45		N		Ann-Marie					3.370588	201040	B-	6/28/2010	MGT	5812	INB		
46		N		Ann-Marie					3.370588	201130	C+	3/24/2011	INB	5827	INB		
47		N		Michael				GP (20102	3.528571	201040	B-	7/21/2010	TXX	5763	AC2		
48		N		Michael				GP (20102	3.528571	201040	C+	7/21/2010	TXX	5764	AC2		
49		N		Franklin				BP (20101	3.057143	200930	C	3/24/2009	QNT	5040	MB1		
50		N		Franklin				BP (20101	3.057143	200930	C	3/19/2009	ECN	5050	MB8		
51		N		Franklin				BP (20101	3.057143	201220	F	12/23/2011	ENT	5960	ENT		
52		N		Julie				GP (20112	3.021429	201120	B-	12/20/2010	ACT	5742	AC1		
53		N		Julie				GP (20112	3.021429	201220	C	12/8/2011	MGT	5781	WEB		
54		N		Cecilia					3.492857	201020	B-	12/23/2009	MGT	5812	IB2		
55		N		Ruth-Ann					3.492857	201120	B-	12/17/2010	QNT	5002	EVR		
56		N		Ruth-Ann				GP (20113	3.272727	200930	B-	4/3/2009	PUB	5451	WEB		
57		N		Ruth-Ann				GP (20113	3.272727	201210	C	9/19/2011	PUB	5473	WEB		

- Review academic standing list located in shared drive.
- Identify your students

- Review Academic Standing History
- Review GPA
- Review term/grade date/course
- Review HLD comments
- Review grade history in Banner

Review

Research

Identifying Students continued

salliet2BGrades [Read-Only] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells

I52 GP (201120 - B1)

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q
	Banner_IC	Last_Nam	First_Nam	Advisor	Decision	Advisor Comments	Academic	GPA	Term	Cod	Grade	Grade Date	Subject	Course	Section	HLD Co
1																
32			Tarek					2.8	201220	B-		12/5/2011	MKT	5017	MB1	
33			Tarek					2.8	201220	B-		1/4/2012	MGT	5020	MB8	
34			Sean				BP (200730)	3.42	200530	C+		4/11/2005	GMP	5940	MBL	2nd de
35			Sean				BP (200730)	3.42	200630	B-		3/22/2006	GMP	5014	WB6	2nd de
36			Sean				BP (200730)	3.42	200730	B-		3/23/2007	ACT	5060	WEB	2nd de
37			ai Melissa					3.373333	200840	B-		7/23/2008	QNT	5040	WB4	
38			ai Melissa					3.373333	201220	F		12/16/2011	FIN	5080	MBL	
39			Wilfredo				BP (201040)	3.360526	200940	C+		6/23/2009	ACT	5743	WB2	
40			Wilfredo				BP (201040)	3.360526	201110	C+		9/20/2010	TXX	5762	WB2	
41			Sylvester				OP (20112)	3.090909	200740	B-		6/26/2007	LED	5670	LDR	
42			Sylvester				OP (20112)	3.090909	201120	B-		12/17/2010	QNTP	5002	EVR	
43			Sylvester				OP (20112)	3.090909	201210	B-		9/15/2011	MGT	5090	MB1	
44			Sylvester				OP (20112)	3.090909	201220	F		12/23/2011	ENT	5960	ENL	
45			Ann-Marie					3.370588	201040	B-		6/28/2010	MGT	5812	INB	
46			Ann-Marie					3.370588	201130	C+		3/24/2011	INB	5827	INB	
47			Michael				GP (20102)	3.528571	201040	B-		7/21/2010	TXX	5763	AC2	
48			Michael				GP (20102)	3.528571	201040	C+		7/21/2010	TXX	5764	AC2	
49			Franklin				BP (201010)	3.057143	200930	C		3/24/2009	QNT	5040	MB1	
50			Franklin				BP (201010)	3.057143	200930	C		3/19/2009	ECN	5050	MB8	
51			Franklin				BP (201010)	3.057143	201220	F		12/23/2011	ENT	5960	ENL	
52			Julie				GP (20112)	3.021429	201120	B-		12/20/2010	ACT	5742	AC1	
53			Julie				GP (20112)	3.021429	201220	C		12/8/2011	MGT	5781	WEB	
54			Cecilia					3.492857	201020	B-		12/23/2009	MGT	5812	IB2	
55			Cecilia					3.492857	201120	B-		12/17/2010	QNTP	5002	EVR	
56			Ruth-Ann				GP (20113)	3.272727	200930	B-		4/3/2009	PUB	5451	WEB	
57			Ruth-Ann				GP (20113)	3.272727	201210	C		9/19/2011	PUB	5473	WEB	

Determine

- Students Academic Standing

Take Action

- Notate Decision column on Spreadsheet
- Place or update ACADEMIC STANDING HISTORY in SPACMNT
- If necessary drop coursework. Inactivate suspended or dismissed students
- Contact Student
- Place notes regarding conversation in SPACMNT

Academic Standing Decision

201220 Academic Standing (1.17.12) - Microsoft Excel

Formulas Data Review View

Font Alignment Number Styles

good standing: other (see comments)

First Name	Advisor Name	Correct Coding	Advisor Name	Correct Coding
Sean	Althea	good standing: other (see comments)	thea	good
Sean		2B Probation Due to 201220 grades		
Sean		2B Suspension Due to 201220 grades		
		GPA Probation Due to 201220 grades		
		GPA Suspension Due to 201220 grades		
		Academic Dismissal Due 201220 grades		
		2B Continued Probation approved for 201220		
Loris	Denia		nia	GPA
Lor				
Lor				
Jah				good
Jah-Phia				
Jah-Phia				
Roslind	Fran		Fran	
Roslind				
Roslind				
William	Fran	good standing (seeking 2nd degree - please place co	Fran	good
William				
William				
William				
Claudia	Denia	GPA Probation Due to 201220 grades	Denia	GPA
Claudia				
Claudia				
Liam	Fran	2B Probation Due to 201220 grades	Fran	2B Pr
Liam				
Liam				

Advisor requesting addition 2B warning GPA warning

Pick the correct drop down box

- 2B Probation Due to 201220 grades
- 2B Suspension Due to 201220 grades
- GPA Probation Due to 201220 grades
- GPA Suspension Due to 201220 grades
- Academic Dismissal Due 201220 grades
- 2B Continued Probation approved for 201220
- GPA Continued Probation approved for 201220
- 2B Probation previous term (see comments)
- 2B Suspension previous term (see comments)
- GPA Probation previous term (see comments)
- GPA Suspension previous term (see comments)
- Academic Dismissal previous term (see comments)
- 2B Continued Probation previous term (see comments)
- GPA Continued Probation previous term (see comments)
- Off Probation Due to 201220 grades
- Off Probation Due previous term (place academic history under comments)
- Good standing (seeking 2nd degree, place HLD comments)
- Good standing: other (see comments)

Contact Probation/Suspension Students

1st Attempt

- Call Student
- Leave Message: “ Hi, this message is for **Jane Doe**, this is your academic advisor **Laurie Sue**, with the School of Business. I need to speak with you as soon as possible . I will be sending a very important email to your NSU email account .Please return my call or schedule an appointment with me as soon as possible at 954-262-5067. Looking forward to hearing from you.”
- Email student @ NSU email informing student of academic standing and dropped coursework (if necessary).
- Place notes SPACMNT

2nd Attempt

- Call Student
- Leave Message: “ Hi, this message is for **Jane Doe**, this is your academic advisor **Laurie Sue**, with the School of Business. I left you a message and sent you an email on (fill in date). I urgently need to speak with you regarding a very important matter. Please return my call or schedule an appointment with me as soon as possible at 954-262-5067.
- Email students personal email account mentioning urgent matter and asking them to look at the NSU email as soon as possible.
- Place notes SPACMNT

Example of emails

To... student@nova.edu

Cc...

Subject:

Subject: Office of Academic Advising-Please Read- REPSONSE REQUIRED

Dear Student:

I have tried to contact you by phone but have been unsuccessful, so I am writing you this email. As a result of your grades from last semester, I regret to inform you that you have been placed on academic probation for the upcoming term.

It is essential that we meet so that we can develop a plan to help you regain good academic standing. By the end of the upcoming term, you must have an overall GPA of 3.0 and have no more than 2 grades below a B. In order to accomplish this, we may need to adjust your current schedule in order to achieve this objective. Please schedule an appointment to meet with me immediately by going to <http://www.huizenga.nova.edu/advisorCal/> or call the office at 954-262-5067 to schedule an appointment. In the meantime, please familiarize yourself with the academic progress policy, located in the graduate catalog, at <http://www.huizenga.nova.edu/catalogs/>.

Sincerely,

Untitled - Message (HTML)

Message Insert Options Format Text

Cut Copy Paste Format Painter Clipboard

Calibri (Bo 11 A A Basic Text

Address Book Check Names Names

Attach File Attach Item Business Card Include

Calendar Signature

Follow Up

Permission High Importance Low Importance Options

ABC Spelling Proofing

This message has not been sent.

To... student@personalemail.com

Cc...

Subject:

Subject: Office of Academic Advising-Please Read- REPSONSE REQUIRED

Dear Student:

I have tried to contact you by phone and at your NSU email address but have been unsuccessful. I have an urgent issue that I need to discuss with you immediately. A detailed explanation has been sent to your NSU email.

Please schedule an appointment to meet with me immediately by going to <http://www.huizenga.nova.edu/advisorCal/> or call the office at 954-262-5067 to schedule an appointment.

Sincerely,

Adjusting Student Schedule

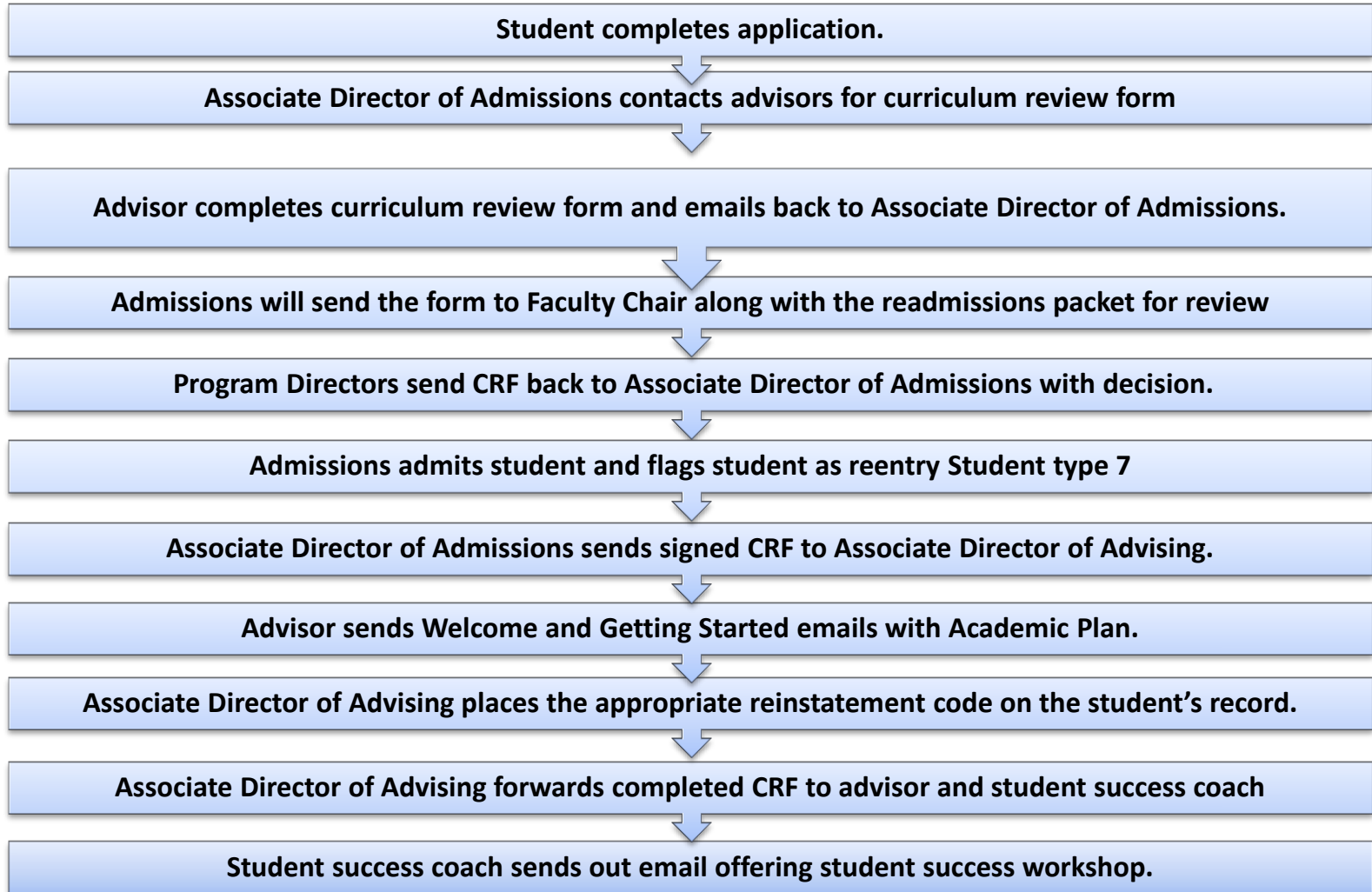
Before semester starts

- Follow normal drop/add procedures.

After semester starts

- XD student from course using current date.
 - Request attendance verification.
 - If verification shows student has participated in the course, drop course using last date of activity with a XD code.
 - If verification shows student has not participate in the course, drop student using day before the semester started with a DD code.
- Register student for course that will satisfy probation terms.
 - If class already started, advisor should get written permission from program office before registering student. Copy and paste permission into SPACMNT
 - continued probation may be consider in of advisor error. Advisor errors will be tracked and excessive errors will be discussed with supervisor.

Tracking Re-Admitted Probationary Students



Registering through probation hold

- Click on “student term” tab
- Change “Academic Standing” to “00”
- Do not Save
- Click back on registration tab and complete registration. Save registration.
- Verify that Academic Standing code is back to correct status.

The image shows two screenshots of the Oracle Developer Forms Runtime interface for the 'SFAREGS' application. The top screenshot shows the 'Academic Standing' field set to 'BP' (Grade Probation) with a blue arrow pointing to it. The bottom screenshot shows the same field set to '00' (Good Standing) with a blue arrow pointing to it. The interface includes a menu bar (Record, Query, Tools, Help), a toolbar, and a header area with the student ID '0131197' and name 'Business, Mary M.'. The 'Date' is set to '16-FEB-2012'. The 'Academic Standing' field is a dropdown menu. The 'Override Term' is set to '201230 Winter 2012'. The 'Class' is 'BA Graduate below 18 credits'. The 'Advisor' field is empty. The 'Progress Evaluation' field is also empty. The 'Last Term Attended' is '200730 Winter 2007'. The 'Full or Part Time' options are 'Full Time', 'Part Time', and 'None'.

Role Play

- Write up an Academic Student History for:
 - N00247118 Stewart-Jenkins Sophia