

Academic Warning and Academic Probation – policy and procedure

Policy:

The Academic Review Committee, which at the close of each term considers all students who earn two C- grades or one D or F (or worse), may place a student on Academic Warning or Academic Probation for the following term.

Academic Warning, for those students with two or more grades of C-, includes a formal letter sent to student and parents, warning of academic concern.

Academic Probation, for those students with one grade of D or F or worse, requires that students meet with their academic dean weekly to review each week's required Academic Checklist (see page two for example). The Checklist ensures that the dean and the student's advisor have a current awareness of a student's successes and struggles.

Students on Academic Probation who complete the following term with no grades of D or F are most often removed from Academic Probation by the Review Committee. Students who complete the following term with two or more grades of C- may receive a letter of Academic Warning while also being removed from Academic Probation.

Procedure:

The student on Academic Warning is required to meet with his/her academic dean to review concerns and to schedule a series of weekly meetings with the advisor to closely monitor progress.

The student on Academic Probation must establish with each teacher a weekly meeting time to review, and have the teacher complete, the Checklist. This meeting must occur prior to the student's weekly meeting time with his/her academic dean.

The student is responsible for completing his/her portion of the checklist prior to the teacher completing his/her own.

The student must first review the completed Checklist with his/her advisor, then must bring it to the weekly meeting with the academic dean. The weekly meetings with the student's dean are considered formal appointments; those missed incur deems.