

# ACADEMIC PROBATION AND SUSPENSION

Bright College balances opportunities for students whose Grade-Point Averages (GPAs) fall below 2.0 to improve their academic standing with student accountability. In addition to the University-wide policies and procedures governing minimum GPA, probation, and suspension for full-time students described below, Bright College students must meet the requirements outlined below to remain enrolled and in good standing.

## Satisfactory Progress toward Degree

A student must pass all required courses and maintain a 2.0 over-all GPA to graduate. A student may not have failed more than one course or seminar component without having repeated at least one of them to remain enrolled at Bright College, as explained in the Repeating a Course Policy below, except in rare cases.

## Academic Probation and Suspension Policy

### Policy

In this policy, the word “student” means an undergraduate student. The term “academic year” means any period of 12 consecutive months embracing two regular semesters, a summer term, and a January term. The “cumulative G.P.A.” refers only to credits taken at Drake University. The provisions of Drake University’s probation and suspension policy are grounded in the philosophy that any student enrolled at the University should:

1. maintain a level of grade performance that demonstrates that he/she can reasonably expect to attain the 2.00 cumulative grade point average (G.P.A.) necessary for graduation;
2. progress at a rate that permits graduation within five years of full-time enrollment or within six years for pharmacy undergraduates.

### Procedure

The academic records of students subject to probation and suspension are reviewed immediately after final grades are recorded. Between the fall and spring semesters, when time is of the essence, assistant/associate deans may gather information before grades are processed by the Office of the Registrar and begin a preliminary review.

Suspension decisions are made by the associate/assistant dean of each college and school. Before the final decision is made, input from various sources, including the student, adviser, professors and other relevant sources may be obtained. Students are suspended from the college/school and the university.

It is the university’s practice to email suspension letters within five working days after grades are due from faculty. Suspended students are received notification of their suspension via their official Drake University email address. A link to the probation and suspension rules is included in the email.

### Probation

1. A student shall be placed on University probation if, at the end of any fall or spring semester, he/she:

- a. has a cumulative grade point average (G.P.A.) less than 2.00 after enrolling as a full-time student at the beginning of the semester; or
  - b. in the first year of full-time enrollment fails to complete 20 credit hours of coursework, or in a subsequent year of full-time enrollment fails to complete 26 credit hours of coursework;
  - c. has a cumulative G.P.A. less than 2.00 after attempting a total of 10 hours or more as a part-time student. Individual colleges and schools of the University may establish additional requirements for maintaining “good standing.” Such requirements, when they exist, are outlined in the relevant college/school sections of the catalog.
  - d. has a failing grade in
2. A full-time student shall be continued on probation for one additional semester if he/she:
    - a. has a cumulative G.P.A. less than 2.00 but at or above 1.50 after one semester on probation, and/or
    - b. has failed to meet, but is making satisfactory progress toward, the credit hour requirements specified in Section 1b.
  3. A student shall be removed from probation if he/she:
    - a. has a cumulative G.P.A. of 2.00, and
    - b. is a full-time student and has met the credit hour progress requirement specified in Section 1b.
  4. Any person who is currently paying tuition for a student may receive notification when that student is placed on probation and may receive copies of all successive communications related to the academic standing of the student until such time as probationary status is removed.

### Suspension

A student shall be suspended from the University for at least one academic year if he/she:

1. is a full-time student and has a cumulative grade point average (G.P.A.) less than 1.00 after the first semester at the University, or
2. is a full-time student and has a cumulative G.P.A. less than 1.50 after one semester on probation, or
3. is a full-time student and has a cumulative G.P.A. less than 2.00 after two consecutive semesters on probation;
4. is a full-time student and, after one academic year on probation, has failed to meet, or after one semester on probation has failed to make satisfactory progress toward, the credit hour progress requirement specified in Probation Section 1b;
5. is a part-time student and has a cumulative G.P.A. less than 2.00 after attempting an additional 10 credit hours after being placed on academic probation.

A student shall be suspended from Bright College for one semester if he/she:

1. receives a failing grade in two or all three of the components of an integrated seminar in one semester, regardless of GPA.
2. receives a failing grade in two components of two separate interdisciplinary seminars without making satisfactory progress toward repeating and passing at least one of them, regardless of GPA.

### Readmission

1. A student who has been suspended from the University may petition for readmission during the last regular semester of the specified term of suspension to the dean of his/her college or school. The student

may not enroll at the University for at least one year from the time of initial suspension or until the term of suspension has expired.

2. A student readmitted after suspension remains on probation until he/she has met the requirements for removal from probation as specified in Probation Section 3 of this policy statement. The student shall be suspended from the University again for at least one academic year if he/she has not met the requirements specified in Probation Section 3 after one year of re-enrollment.

## Appeals

1. A student may appeal the suspension decision to the dean and finally to the provost of the University. The appeal must be in writing with supporting documentation attached. A personal interview may be granted as well.
2. A student who successfully appeals may be granted the privilege of re-enrollment subject to terms and conditions specified and agreed upon by the student and associate/assistant dean.
3. These statements reflect the policy and practice in each of the undergraduate colleges and schools. A student who may be subject to probation or suspension should contact the appropriate associate/assistant dean for additional information.

## Repeating an Integrated Seminar Component

Each integrated seminar is composed of three 4-credit components, which appear as separate classes on the student's transcript.

A student must earn a passing grade in at least two of the three components of any integrated seminar to progress to the next regular semester, in addition to meeting minimum requirements for continuation outlined in the University's Probation and Suspension policy above. Students who receive one and only one failing grade in a seminar component but still meet minimum requirements of the Probation and Suspension policy above may register for and attend future courses and seminars.

A failing grade in two or all three of the components of an integrated seminar, regardless of GPA, will result in a one-semester suspension effective at the beginning of the next semester, and the student will be required to re-enroll in a subsequent year to repeat the seminar in order to progress in the program. Students who still meet minimum requirements of the Probation and Suspension policy above may register for and attend summer courses, but not future seminars or January courses until the period of suspension expires.

A failing grade in only one component of an integrated seminar will require the student, upon application to the dean, to repeat the failed component the following semester. To repeat a seminar component, a student will enroll in either an independent study bearing the course number of the course or component to be repeated or an approved equivalent course offered in one of Drake University's disciplinary departments along with a required tutorial, at the discretion of the dean in consultation with the faculty, and pay the associated administrative fees.

A student who fails a repeated component may, with the approval of the dean, continue to repeat the component in following semesters, paying the associated administrative and (as applicable, overload) fees, until they pass the component, provided they continue to pass all other components of concurrent integrated and culminating seminars.

If a student has failed two components of two separate interdisciplinary seminars without making satisfactory progress toward repeating and passing at least one of them, the student will be subject to a one-semester suspension, and must apply to re-take the entire seminar during which the more recent failure occurred and repeat the component failed earlier in a subsequent year.

A student is not automatically granted permission to repeat a course; the student must apply to the dean for permission to do so. The dean will then consult with the faculty and review the student's overall record before granting permission to repeat. The College does not guarantee the availability of more than one opportunity to repeat a seminar component

### January and Summer Courses

A student who fails the January course JBC 025 COLLABORATIVE COMMUNICATION may proceed in the program, but must repeat the course in a subsequent January or summer and pay associated overload tuition and fees.

A student who fails the summer course JBC 045 ORGANIZATIONAL COMMUNICATION may proceed in the program, but must repeat the course in a subsequent Summer and pay the associated tuition and fees.

Students who fail to fulfill the internship component but otherwise pass JBC 045 ORGANIZATIONAL COMMUNICATION will be given a grade of Incomplete (I) and required to complete the internship portion in the following summer or during the regular semester.

Students will be responsible for timely paying the associated administrative fees and any tuition overload associated with course repetition.

A student is not automatically granted permission to repeat a course; the student must apply to the dean for permission to do so. The dean will then consult with the faculty and review the student's overall record before granting permission to repeat. The College does not guarantee the availability of more than one opportunity to repeat a course or internship.

## Probation and Intercollegiate and Major Leadership Activities

Any student must have a cumulative grade point average (G.P.A.) of 2.00 or better in order to represent the University in intercollegiate or major leadership activities. Consequently, a student on academic probation may not represent the University in such activities. This includes but is not limited to intercollegiate athletics and mock trial competition, non-credit fine arts performances, elected student government positions, residence life positions and student ambassador or peer mentor positions.

Once a student is removed from academic probation, he/she may again represent the University in intercollegiate and major leadership activities. Student organizations within the University are encouraged to adopt a similar policy for persons in or aspiring to leadership positions in such organizations.

Any student who is on probation or is having academic difficulties that might lead to probation is encouraged to contact the associate or assistant dean of his/her college and/or the Associate Provost for Academic Excellence and Student Success, who will assist the student in obtaining additional academic support services.