



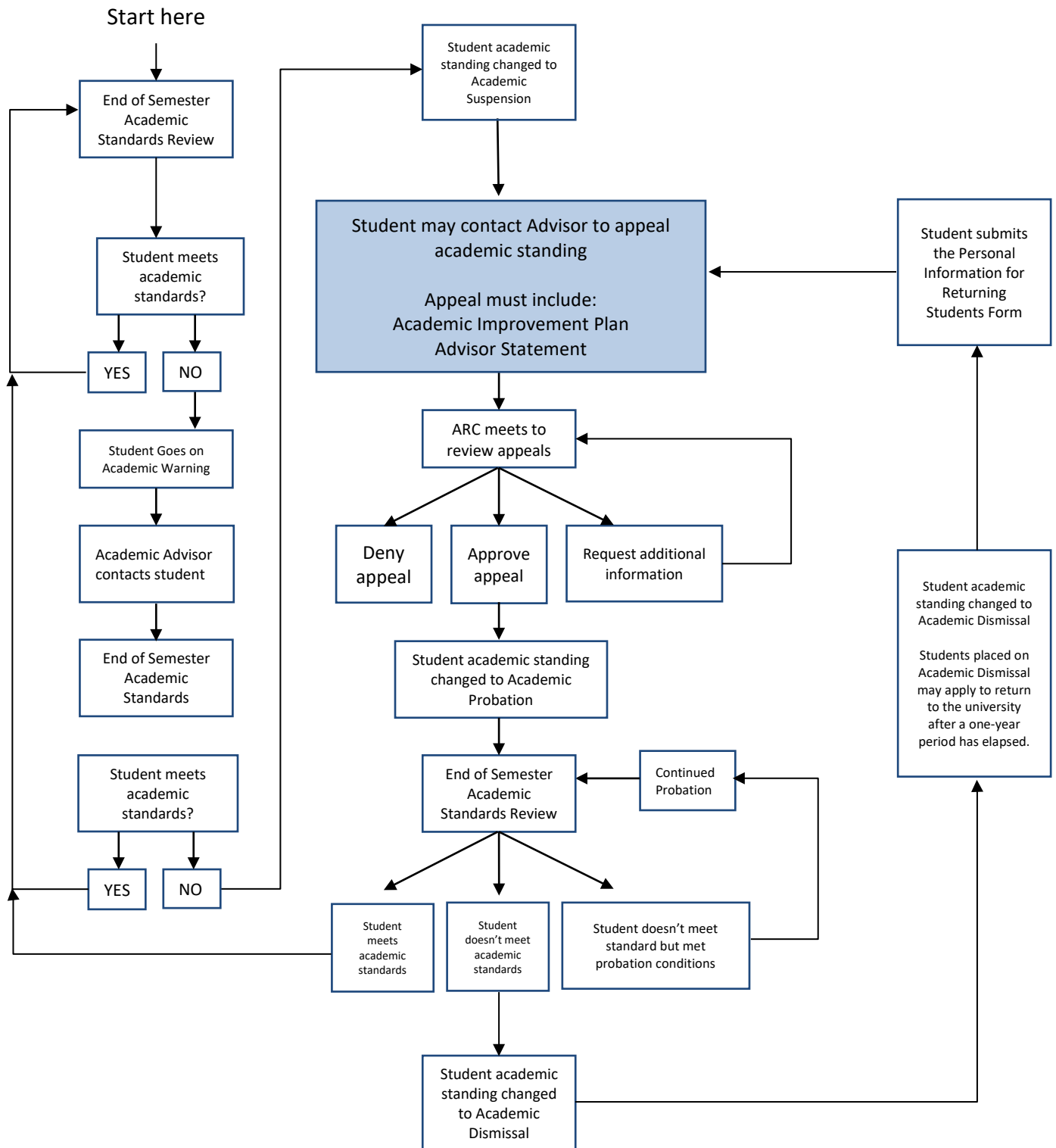
AA-105.3.A, Standards for Academic Standing Guide

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Academic Standards Review Flowchart



Undergraduate and Graduate Academic Review Committees

The Undergraduate and Graduate Academic Review Committees (UARC/GARC) is responsible for reviewing the academic standing of students enrolled at Upper Iowa University. UARC/GARC is a twelve-month committee that meets at the end of each semester to review academic standing of students, once each term in week six to review appeals of academic standing, and as needed throughout the year.

Undergraduate Academic Review Committee membership:

- Andres School of Education Faculty Member
- School of Arts and Sciences Faculty Member
- School of Business and Professional Studies Faculty Member
- At-Large Faculty Member
- Registrar and/or Associate Registrar – non-voting
- Director of Academic Success – non-voting

Graduate Academic Review Committee Membership:

- Andres School of Education Faculty Member
- School of Arts and Sciences Faculty Member
- School of Business and Professional Studies Faculty Member
- Registrar and/or Associate Registrar – non-voting
- Director of Academic Success – non-voting

End of Semester ReviewAt the end of each semester, students are reviewed for compliance with the Standards for Academic Standing (SAS). A student who falls below the minimum standards is automatically placed on Academic Warning. After a second consecutive semester below the minimum standards, the student is automatically placed on Academic Suspension.

- 1) Warning/Suspension: The Registrar's Office will automatically move a student to Academic Warning or Academic Suspension following the Standards for Academic Standing (SAS) review. The list of students on Warning or Academic Suspension will be distributed by the Registrar's Office to UARC/GARC members at the end of semester review meeting.
- 2) The Director of Academic Success will attach the codes for Student Enrollment Center (SEC) to prepare and mail notification letters to the student via the student's UIU email and permanent address listed in Jenzebar. A copy of the letter will be uploaded into the student's DocFinity file by SEC.
- 3) The Registrar's Office will place an academic hold and transcript note on student's record.
- 4) The Director of Academic Success will notify the student's academic advisor, and the Associate Registrar will provide information to the Financial Aid Office.
- 5) Academic advisors will contact their advisees placed on Warning to discuss strategies for improved academic performance.

Appealing an Academic Suspension

Creating an Appeal for Academic Suspension

A student wishing to appeal a suspension should contact their academic advisor to discuss the reason(s) for poor academic performance and to identify strategies for improving academic performance in the future. With assistance from the academic advisor, the student should assemble an appeal which includes:

- a. The Academic Improvement Plan (AIP) form signed by the student and the advisor. The AIP form includes a personal statement explaining the specific factors that contributed to the individual's poor academic performance, a list of strategies for improving academic performance in the future, and a plan for future course enrollment for a minimum of one semester. The AIP form is available under the Academics Tab > Student Forms on myUIU.
- b. The academic advisor will forward the completed AIP form to academicreview@uiu.edu along with a statement of support or disapproval of reinstatement.

Processing an Appeal for Academic Suspension

The Director of Academic Success will upload the appeal to DocFinity and the appropriate G: drive folder.

Undergraduate Academic Review Folder

G:\Academic Affairs\Academic Review Committee\Pending Undergraduate AIP's

Graduate Academic Review Folder

G:\Academic Affairs\Academic Review Committee\Pending Graduate AIP's

Appeal documentation uploaded to the G: drive will include in one PDF:

- a. Academic Improvement Plan (signed by student and student's advisor),
- b. Advisor's statement, and
- c. Student's Transcript (provided by Director of Academic Success).
- d. Documentation provided by the student to validate appeal reasons

The Director of Academic Success will attach the AIP attribute (AIPUG or AIPGR) to the student's account in Jenzabar under the Attribute tab along with the date of the UARC/GARC meeting the AIP will be reviewed.

Review of Appeal for Academic Suspension

The UARC and GARC meet during the sixth week of every session to review appeals for the upcoming session. Additional meetings of the ARC may be called to facilitate student enrollment. Appeal files will be available on the G: drive to members of the UARC/GARC for review prior to the meeting.

During the meeting, voting members will review each individual appeal and reach a consensus to:

- a. Approve,
- b. Request additional information, or
- c. Deny appeal.

Committee members will also be responsible for designating conditions students must meet to continue on Academic Probation following the next review, if they are unable to meet the minimum standards.

Examples of conditions may include:

- Minimum 2.00 GPA for the semester
- Minimum 2.00 GPA for the semester and one course per session

At the conclusion of the meeting, the Registrar's Office will update the SAS Roster to reflect the committee's actions and will forward the list to ARC members and the Financial Aid Office.

Informing Students of Academic Suspension Appeal Decisions

The Director of Academic Success will prepare and mail notification letters to the student via the student's UIU email and permanent address on file in Jenzebar. A copy of the letter will be uploaded into the student's DocFinity file by SEC. The Director of Academic Success will upload all related documents (AIPs, etc.) to the student's DocFinity file.

The list of Academic Suspension Appeal decisions will be emailed by the Director of Academic Success to:

- School Deans (receives report sorted by respective school using major codes)
- Online Director of Academic Advisors (receives report sorted by location code)
- Regional Directors (receives report sorted by geomarket code)
- Center Directors (received report sorted by geomarket code)
- Academic Advisors

Review of Academic Probation Status

At the end of each semester, the Registrar's Office will prepare a list of students currently on Academic Probation.

The list of students on Academic Probation will be forwarded to the appropriate committee (UARC/GARC). The committee will meet and review the academic performance of the students. If a student meets the minimum Standards for Academic Standing, the student will be moved to Good Standing. Students who remain below the standards, but have met the conditions of their probation, will remain on Academic Probation for the subsequent semester. The conditions of probation will remain in effect unless noted in the notification letter. Students

who remain below the standards and fail to meet the conditions of their probation will be moved to Academic Dismissal.

Following the meeting, the Registrar's Office will update the Academic Probation List reflecting the committees' actions and will forward the list to ARC members and the Financial Aid Office.

Informing Students of Academic Probation Decisions

The Director of Academic Success will attach the codes for SEC to prepare and mail notification letters to the student via the student's UIU email and permanent address listed in Jenzebar. The Financial Aid Office and the Registrar's Office will be copied on the letter. A copy of the letter will be uploaded into the student's DocFinity file by SEC. The Director of Academic Success will upload all related documents (AIPs, etc.) to the student's DocFinity file.

The list of Academic Probation decisions will be emailed by the Director of Academic Success to:

- School Deans (receives report sorted by respective school using major codes)
- Online Director of Academic Advisors (receives report sorted by location code)
- Regional Directors (receives report sorted by geomarket code)
- Center Directors (received report sorted by geomarket code)
- Academic Advisors

Review of Academic Dismissal Appeal

Students placed on Academic Dismissal may apply to return to the university after a one-year period has elapsed by submitting the Personal Information for Returning Students Form and an Academic Dismissal Appeal.

Creating an Appeal for Academic Dismissal

After submitting the Personal Information for Returning Students Form, students wishing to appeal an Academic Dismissal should contact their academic advisor to discuss the reason for poor academic performance during the period of probation and identify additional strategies for improving academic performance. With assistance from the academic advisor, the student should assemble an appeal which includes:

- a. The AIP form signed by the student and the advisor. The AIP form includes a personal statement explaining the specific factors that contributed to the individual's poor academic performance, a list of strategies for improving academic performance in the future, and a plan for future course enrollment for a minimum of one semester. The AIP form is available under the Academics Tab > Student Forms on myUIU.
- b. The academic advisor will forward the AIP form to academicreview@uiu.edu along with a statement of support or disapproval of reinstatement.

The Director of Academic Success will upload the appeal to DocFinity and the appropriate G: drive folder.

Undergraduate Academic Review Folder

G:\Academic Affairs\Academic Review Committee\Pending Undergraduate AIP's

Graduate Academic Review Folder

G:\Academic Affairs\Academic Review Committee\Pending Graduate AIP's

Appeal documentation will include:

- a. Academic Improvement Plan (signed by student and student's advisor),
- b. Advisor's statement, and
- c. Student's Transcript (provided by Director of Academic Success).

The Director of Academic Success will attach the AIP attribute (AIPUG or AIPGR) to the student's account in Jenzabar under the Attribute tab along with the date of the ARC meeting the AIP will be reviewed.

Review of Appeal for Academic Dismissal

The UARC and GARC meet during the sixth week of every session to review appeals for the upcoming session. Additional meetings of the ARC may be called to facilitate student enrollment. Appeal files will be available on the G: drive to members of the UARC/GARC for review prior to the meeting.

During the meeting, voting members will review each individual appeal and reach a consensus to:

- a. Approve,
- b. Request additional information, or
- c. Deny appeal.

Committee members will also be responsible for designating conditions students must meet to continue on Academic Probation following the next review, if they are unable to meet the minimum standards.

Examples of conditions may include:

- Minimum 2.00 GPA for the semester
- Minimum 2.00 GPA for the semester and one course per session

At the conclusion of the meeting, the Registrar's Office will update the Academic Dismissal List to reflect the committee's actions and will forward the list to the Director of Academic Success and the Financial Aid Office.

Informing Students of Academic Dismissal Appeal Decisions

The Director of Academic Success will attach the codes for SEC to prepare and mail notification letters to the student via the student's UIU email and permanent address on file in Jenzabar. A copy of the letter will be uploaded into the student's DocFinity file by SEC. The Director of Academic Success will upload all related documents (AIPs, etc.) to the student's DocFinity file.

If a student's appeal is approved, the status will be updated to Academic Probation by the Registrar's Office.

The list of Academic Dismissal Appeal decisions will be emailed by the Director of Academic Success to:

- School Deans (receives report sorted by respective school using major codes)
- Online Director of Academic Advisors (receives report sorted by location code)
- Regional Directors (receives report sorted by geomarket code)
- Center Directors (received report sorted by geomarket code)
- Academic Advisors

Notification Letter Templates

Letter for Undergraduate Student Placed on Academic Warning

After careful review of your academic performance, the Academic Review Committee is placing you on Academic Warning for failing to meet the Standards for Academic Standing following your most recent semester. As a student placed on Academic Warning, you have one semester to raise your cumulative grade point average to meet the minimum standards for Good Standing. Failure to meet the minimum standards after the semester placed on warning will result in Academic Suspension.

The committee encourages you to contact your academic advisor to assist you in developing strategies to improve your academic record, as well as, explore the various [academic support services](#) Upper Iowa offers.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Removed from Academic Warning

The Academic Review Committee has reviewed your academic performance following the most recent semester and are pleased to learn your performance has met the minimum Standards for Academic Standing. This letter is to notify you that based on your recent success in meeting these standards, your academic status has changed from Academic Warning to Good Standing.

Congratulations on your improvement and we encourage you to keep in touch with your academic advisor to maintain good standing throughout the completion of your degree program.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Placed on Academic Suspension

The Academic Review Committee has reviewed your academic performance from the most recent semester. After careful consideration, the committee is placing you on Academic Suspension due to your failure to meet the Standards for Academic Standing.

If you plan to appeal the decision, you must work with your academic advisor to submit your appeal using the Academic Improvement Plan form available on myUIU. Your appeal should include a personal statement explaining the factors that adversely impacted your academic performance, a specific academic improvement plan for achieving the minimum standards for academic good standing, and any supporting documentation. If your appeal is successful, you will be notified via your Upper Iowa email and your academic standing will be changed to Academic Probation.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Academic Suspension Appeal Approved

The Academic Review Committee has reviewed your Academic Suspension Appeal and Academic Improvement Plan. After careful review of your academic history, your appeal has been granted and your academic standing has been changed from Academic Suspension to Academic Probation.

Your academic performance will be reviewed again at the conclusion of the semester. To make adequate progress towards the minimum standards for Good Standing, you will be required to implement the Academic Improvement Plan you have developed and [Insert conditions of probation here]. As you continue to work toward meeting the standards, the committee encourages you to continue to engage with your academic advisor. They can assist you with implementing strategies from your Academic Improvement Plan and utilizing the various [academic support services](#) Upper Iowa has available to students.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Academic Suspension Appeal Denied

The Academic Review Committee has reviewed your Academic Suspension Appeal and Academic Improvement Plan. After careful review of your academic history, we regret to inform you the appeal regarding your Academic Suspension has been denied.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Continued Academic Probation

The Academic Review Committee has reviewed your academic performance over the last semester. While you have made progress towards the minimum standards for academic standing, your academic record still falls short of the required standard for Good Standing. After careful consideration, the committee feels you are making significant strides in achieving the minimum standard and recommend your academic standing be noted as Continued Academic Probation.

Your academic performance will be reviewed again at the conclusion of the semester. To achieve the minimum standards for Good Standing, you will be required to implement the Academic Improvement Plan you have developed and [Insert conditions of probation here]. As

you continue to work toward meeting the standards, the committee encourages you to continue to engage with your academic advisor. They can assist you with implementing strategies from your Academic Improvement Plan and utilizing the various [academic support services](#) Upper Iowa has available to students.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Removed from Probation

The Academic Review Committee has reviewed your academic record from the most recent semester and are pleased to learn your recent performance has met the minimum Standards for Academic Standing. This letter is to notify you that based on your recent success in meeting these standards, your academic status has changed from Academic Probation to Good Standing.

Congratulations on your improvement and we encourage you to keep in touch with your academic advisor to maintain good standing throughout the completion of your degree program.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Placed on Academic Dismissal

After review of your academic record, the Academic Review Committee is placing you on Academic Dismissal from Upper Iowa University due to failure to meet the Standards for Academic Standing.

If you plan to appeal the decision, you must work with your academic advisor to submit your appeal using the Academic Improvement Plan form available on myUIU. Your appeal should include a personal statement explaining the factors that adversely impacted your academic

performance, a specific academic improvement plan for achieving the minimum standards for academic good standing, and any supporting documentation. If your appeal is successful, you will be notified via your Upper Iowa email and your academic standing will be changed to Academic Probation.

Sincerely,

Chair, Academic Review Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Academic Dismissal Appeal Approved

The Academic Dismissal Appeals Committee has reviewed your Academic Dismissal Appeal and Academic Improvement Plan. After careful review of your academic history, your appeal has been granted and your academic standing has been changed from Academic Dismissal to Academic Probation.

Your academic performance will be reviewed again at the conclusion of the semester. To make adequate progress towards the minimum standards for Good Standing, you will be required to implement the Academic Improvement Plan you have developed and [Insert conditions of probation here]. As you continue to work toward meeting the standards, the committee encourages you to continue to engage with your academic advisor. They can assist you with implementing strategies from your Academic Improvement Plan and utilizing the various [academic support services](#) Upper Iowa has available to students.

Sincerely,

Chair, Academic Dismissal Appeals Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Undergraduate Student Academic Dismissal Appeal Denied

The Academic Dismissal Appeals Committee has reviewed your Academic Dismissal Appeal and Academic Improvement Plan. After careful review of your academic history, we regret to inform you the appeal regarding your Academic Dismissal has been denied.

Sincerely,

Chair, Academic Dismissal Appeals Committee

Standards for Academic Standing

0 to <30 completed credits – 1.75 cumulative GPA

30 to <60 completed credits – 1.90 cumulative GPA

≥60 completed credits – 2.00 cumulative GPA

Letter for Graduate Placed on Academic Warning

After careful review of your academic performance, the Graduate Appeals Committee is placing you on Academic Warning for failing to meet the Standards for Academic Standing following your most recent semester. As a student placed on Academic Warning, you have one semester to raise your cumulative grade point average to meet the minimum standards for Good Standing. Failure to meet the minimum standards after the semester placed on warning will result in Academic Suspension.

The committee encourages you to contact your academic advisor to assist you in developing strategies to improve your academic record, as well as, explore the various academic support services Upper Iowa offers.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Removed from Academic Warning

The Graduate Appeals Committee has reviewed your academic performance following the most recent semester and are pleased to learn your performance has met the minimum Standards for Academic Standing. This letter is to notify you that based on your recent success in meeting these standards, your academic status has changed from Academic Warning to Good Standing.

Congratulations on your improvement and we encourage you to keep in touch with your academic advisor to maintain good standing throughout the completion of your degree program.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student Placed on Academic Suspension

The Graduate Appeals Committee has reviewed your academic performance from the most recent semester. After careful consideration, the committee is placing you on Academic Suspension due to your failure to meet the Standards for Academic Standing.

If you plan to appeal the decision, you must work with your academic advisor to submit your appeal using the Academic Improvement Plan form available on myUIU. Your appeal should include a personal statement explaining the factors that adversely impacted your academic performance, a specific academic improvement plan for achieving the minimum standards for academic good standing, and any supporting documentation. If your appeal is successful, you will be notified via your Upper Iowa email and your academic standing will be changed to Academic Probation.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student Suspension Appeal Approved

The Graduate Appeals Committee has reviewed your Academic Suspension Appeal and Academic Improvement Plan. After careful review of your academic history, your appeal has been granted, and your academic standing has been changed from Academic Suspension to Academic Probation.

Your academic performance will be reviewed again at the conclusion of your next enrolled semester. To make adequate progress towards the minimum standards for Good Standing, you will be required to implement the Academic Improvement Plan you have developed and earn a minimum semester GPA of 3.0 or better (B average grades). Failure to meet this stipulation will result in Academic Dismissal from the University. As you continue to work toward meeting the standards, the committee encourages you to continue to engage with your academic advisor. They can assist you with implementing strategies from your Academic Improvement Plan and utilizing the various academic support services Upper Iowa has available to students.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student Suspension Appeal Denied

The Graduate Appeals Committee has reviewed your Academic Suspension Appeal and Academic Improvement Plan. After careful review of your academic history, we regret to inform you the appeal regarding your Academic Suspension has been denied.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student on Continued Academic Probation

The Graduate Appeals Committee has reviewed your academic performance over the last semester. While you have made progress towards the minimum standards for academic standing, your academic record still falls short of the required standard for Good Standing. After careful consideration, the committee feels you are making significant strides in achieving the minimum standard and recommend your academic standing be noted as Continued Probation.

Your academic performance will be reviewed again at the conclusion of the semester. As you continue to work toward meeting the standards, the committee encourages you to continue to engage with your academic advisor. They can assist you with implementing strategies from your Academic Improvement Plan and utilizing the various academic support services Upper Iowa has available to students.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student Removed from Academic Probation

The Graduate Appeals Committee has reviewed your academic record from the most recent semester and are pleased to learn your recent performance has met the minimum Standards for Academic Standing. This letter is to notify you that based on your recent success in meeting

these standards, your academic status has changed from Academic Probation to Good Standing.

Congratulations on your improvement and we encourage you to keep in touch with your academic advisor to maintain good standing throughout the completion of your degree program.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student Placed on Academic Dismissal

After review of your academic record, the Graduate Appeals Committee is placing you on Academic Dismissal from Upper Iowa University due to failure to meet the Standards for Academic Standing. You may apply to return to the University after a one-year period has elapsed by submitting the Personal Information for Returning Students Form and an Academic Improvement Plan. These forms are located on myUIU. These documents will be submitted to an academic review committee for approval or denial.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student Academic Dismissal Appeal Approved

The Academic Dismissal Appeals Committee has reviewed your Academic Dismissal Appeal and Academic Improvement Plan. After careful review of your academic history, your appeal has been granted, and your academic standing has been changed from Academic Dismissal to Academic Probation.

Your academic performance will be reviewed again at the conclusion of the semester. To make adequate progress towards the minimum standards for Good Standing, you will be required to implement the Academic Improvement Plan you have developed and earn a minimum grade of “B” in each course. As you continue to work toward meeting the standards, the committee encourages you to continue to engage with your academic advisor. They can assist you with

implementing strategies from your Academic Improvement Plan and utilizing the various academic support services Upper Iowa has available to students.

Sincerely,

Chair, Graduate Appeals Committee

Graduate Standards for Academic Standing

1-6 graduate credits counting toward GPA – 2.5 cumulative GPA

10+ graduate credits counting toward GPA – 3.0 cumulative GPA

Letter for Graduate Student Academic Dismissal Appeal Denied

The Academic Dismissal Appeals Committee has reviewed your Academic Dismissal Appeal and Academic Improvement Plan. After careful review of your academic history, we regret to inform you the appeal regarding your Academic Dismissal has been denied.

Sincerely,

Chair, Graduate Appeals Committee