Academic Probation and Dismissal

Procedure For Undergraduate Students

If an undergraduate student’s GPA falls below 2.0 at the end of a semester/term (this must include at least two courses for the adult education student), s/he is sent a letter from the Registrar and placed on academic probation. If a student does not earn at least a 2.0 in the subsequent semester or term, s/he is academically dismissed. Some undergraduate programs have established their own standard for determining academic good standing, which works in conjunction with the aforementioned general standard.

Appeals

Undergraduate students who are dismissed from an academic program but not from the university should follow the appeals procedure established by their program. If the student believes that the appeals process was not properly followed, s/he may present an argument in writing to the Chief Academic Officer (CAO) or designee within ten days of the program’s final decision. The CAO or designee will examine the request, and if s/he ascertains that the program’s appeal process was not properly followed, s/he may return the appeal to the program for reconsideration. This decision will be communicated to the student within ten days of receiving his/her request.

Undergraduate students who are dismissed from the university for academic reasons may schedule an appeal with the Academic Appeals Committee (AAC). For traditional undergraduate students the AAC consists of the Chief Academic Officer (CAO) or designee, the Registrar or designee, a Student Life representative, the Director of Advising and Retention, the Learning Resource Center Director, the student’s academic advisor, the student’s Student Success Advisor, and one of the student’s instructors. Adult Education appeals will be heard by the CAO or designee, the appropriate Dean, and the appropriate Center Director. Design Your Future (DYF) appeals will be heard by the DYF Director, the appropriate Dean, and the appropriate Center Director.
In all cases, students are to submit a letter to their AAC in which they explain why they were not successful and what they plan to do to improve their academic performance should they be readmitted. The AAC will render a decision at the time of the meeting. If denied, students must wait at least one semester before reapplying to the University. If readmitted, students may be given a list of stipulations by their AAC.

Procedure For Graduate Or Professional Students

In general a graduate student, admitted without condition, who does not maintain a cumulative GPA of at least 3.00 (after taking at least 9 credits) is placed on academic probation; s/he then has 9 credits to raise her/his GPA to 3.0 or better. If a student fails to achieve this goal, the appropriate Dean, in cooperation with the Program Director, will review each case to determine if dismissal is appropriate. Some graduate and professional programs have established their own standards and procedures for academic probation and dismissal, which take precedence over the aforementioned general procedure.

Appeals

Graduate or professional students who have been dismissed from their program and had their appeal denied by the program may only appeal to the Academic Office if they believe that the program’s appeals process was not properly followed. If that is the case, the graduate or professional student will follow the same procedure as outlined for undergraduate students earlier in this policy statement.

General Academic Grievances

The steps listed below are to be carried out with an attitude of Christian love and concern for academic, moral, and spiritual growth. Face-to-face meetings are encouraged throughout the process.

Step I: The student meets with the instructor to resolve the matter informally.

Step II: The next line of appeal depends upon the classification of the student.
Traditional undergraduate students on the Mequon campus will appeal to their Department Chair. Traditional undergraduate students who are exclusively e-learners will appeal to their academic advisor. Graduate students on the Mequon campus will appeal to their Program Director. Graduate students who are exclusively e-learners will also appeal to their Program Director. All adult education students and all other non Mequon-based students will appeal to their Center Director. The grievance must be submitted in writing within 10 working days after meeting with the instructor. Upon receipt of the student’s grievance, the aforementioned administrator will notify the instructor, who will then have 10 working days to submit a written explanation of the incident to the administrator. Within 5 working days of receiving the instructor’s report, the administrator will send a written response to the student and the instructor.

Step III: If the student is still not satisfied, s/he may file a written complaint with the appropriate Dean within 10 working days of receiving the step II report. The Dean will render a decision and send a written response to the student, the instructor, and the step II administrator within 10 working days of receiving the grievance.

Step IV: Finally, the student may appeal a step III decision in writing to the Academic Grievance Committee (AGC) who will meet with the student within 10 working days of receiving the grievance and render an immediate decision. The AGC includes the CAO or designee, the Registrar or designee, a faculty member in the student’s program, and the student’s Department Chair or Program Director if that person was not involved in step II. The AGC will submit a written report of their decision to the Academic Office, which will forward the report to the Dean, the Department Chair or Program Director, the instructor, the academic advisor, the student, and if applicable, to the Center Director.

**Academic Dishonesty**

Faculty are instructed to report all instances of academic dishonesty, and an electronic file of such reports is kept in the Academic Office. Here is the procedure for dealing with academic dishonesty:
1) First instance: The faculty member determines the penalty. This may include any of the following: an opportunity to redo the assignment or test, a reduced grade on the assignment or test, a failing grade on the assignment or test, a lower grade in the course, a failing grade in the course, removal of the student from the course.

2) Second instance: The faculty member determines the penalty, and the Chief Academic Officer (CAO) or designee meets with the student at which time additional sanctions may be imposed.

3) Third instance: The faculty member determines the penalty, and the Academic Conduct Board meets with the student at which time additional sanctions may be imposed, including suspension or expulsion. The Academic Conduct Board (ACB) consists of the CAO, Assistant Vice President of Academics, and the appropriate Dean. If the student is in the Adult Education program, the appropriate Center Director joins the ACB. If the student is a Graduate student, the appropriate Program Director joins the ACB.

Appeals

Students may appeal an academic dishonesty decision in writing to the Academic Office within 15 working days of receiving the report. The Academic Conduct Board (or their designees in case of a “third instance” appeal) will hear the student’s appeal within 10 working days of receiving the appeal and issue a written response to the student. A student may appeal to the President of the University in writing within 5 working days of the ACB’s decision only if s/he can demonstrate that due process was not followed.

Definitions

Cheating: includes, but is not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.
Plagiarism: includes, but is not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

Fabrication: the forgery, alteration, or misuse of any University academic document, record, or instrument of identification.

Academic Misconduct: intentionally or recklessly interfering with teaching, research, and/or other academic functions.

**Attendance Policy for Traditional Undergraduate Students**

University policy permits each instructor to establish the specific details of class attendance for his/her particular class. After the equivalent of 6 consecutive or 10 intermittent unexcused absences, the instructor may withdraw the student from the class. If the instructor withdraws the student before the last day of being able to drop a class without penalty (at the end of the tenth week for a regular semester), a grade of “W” will be given. After that time a grade of “WF” will be assigned.

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