

DIRECTIONS FOR SEMESTER GRADE CHECK

Each term after grades are run, graduate coordinators will receive an email listing of those students in their program whose cumulative gpa is under 3.0. These lists are copied to chairs in case there should be a change of coordinators or a coordinator should be unavailable between academic terms. By 10 days after the next term begins (10 days into summer term for the spring low GPA list, 10 days into fall term for the summer list, 10 days into spring term for the fall list) the Graduate School will need your probation or termination form for each student.

iCampus permits students to access their grades immediately after posting, several days before the listing is available to email to you. If a student asks you about potential consequences of the low GPA before your listing arrives, you can review the student's grade history using the SDCR screen.

Students need the probation or termination information immediately because they may be required to enroll in a particular class as a condition of probation or make alternative financial arrangements for next semester if they can no longer be appointed as a graduate assistant. If they are terminated from the degree program they may need to drop classes while there is still a possibility of some refund.

If there is a chance that the coordinator will not be able to check the computer and return the forms by 10 days after term begins, please make certain that another member of the graduate faculty will be available to do so. Please contact Yvonne Crutcher (ymcrutc@ilstu.edu) with the name and email address of the faculty member who agrees to receive this report, fill out the forms, and send them to the Graduate School.

Before filling out the probation form please check the student's departmental file to see whether he/she is already on probation from last term. If so, fill out the "subsequent probation" section of the probation form and attach a copy of the original probation form.

A new form is required at the end of each semester that the cumulative GPA was under 3.0, even if the time limit on the original terms of probation has not yet expired, because a change in the student's GPA or course schedule during the first semester on probation may make it impossible to meet the original terms.

If the student has run out of time or can no longer meet the original conditions (for instance, grades dropped in semester one of a 2 semester probation to a point where it is mathematically impossible to meet the conditions by semester two, or student failed to take a prescribed course last semester and it is not offered this semester) the advisor needs to file a termination form unless the Graduate School approves an exception.

Continuing students whose cumulative graduate GPA is below 3.0 are not permitted to hold assistantships. Requests for such appointments are automatically blocked at HR. In exceptional circumstances the department may request an exception from the Graduate School.

Exact terms of probation must follow 1240 Academic Good Standing regulation guidelines.

1240 ACADEMIC GOOD STANDING

A student must have a minimum cumulative GPA of 3.0 in graduate work at this University to be in Academic Good Standing at the graduate level. Students who fail to meet this requirement will either be terminated from that degree program or placed on academic probation by the Graduate School. Upon recommendation of the department/school, the student can be placed on academic probation and provided with a period of time not to exceed two academic terms (including summer if enrolled) or a number of credit hours not to exceed 12 credits, within which to raise the GPA to the required standard. A student who fails to bring the cumulative GPA up to a minimum of 3.0 during the probationary period will be terminated from that degree program by the Graduate School.

When calculating the terms of probation given to a student, advisors will need to consider the effect of repeated courses on the graduate GPA. See Regulation 1235 Repetition of Course(s) Requirements.

1235 REPETITION OF COURSE(S) REQUIREMENTS

A student may repeat a course only once, except under special circumstances. If a student completes a course or drops a course after the tenth day of classes receiving a grade of WX, WP, or WF, he or she may enroll officially in that course one additional time, and the repetition must occur at Illinois State. When a course has been repeated, the grade (A,B,C,D,F, WF) which the student earns in the repeat will replace the original grade in the cumulative GPA calculation. The original grade will not be removed from the student's transcript, and only the credit hours from the second attempt will be used toward meeting minimum hourly requirements. Students who repeat a course must do so at Illinois State; courses taken at another college or university may not be used to repeat Illinois State University courses. Requests for third time enrollment for a course are initiated with the student's advisor. The advisor then reviews the request and forwards it to the Graduate School. Grades earned in third and subsequent enrollments are averaged with the second grade in computing the cumulative GPA.