

College of Information Technology and Engineering (CITE) Academic Improvement Policy

Students in CITE who are on Probation must follow the Academic Improvement Policy listed below. This Improvement plan is designed to help you improve your GPA and remove your academic probation status.

Failure to complete any of the items below will result in your suspension for the following semester.

All students on Probation:

- 1) Enrolled for more than 15 credit hours of courses for the coming fall/spring semester? You must contact me by no later than 4:00 pm, **Wednesday, August 26, 2009** to discuss which course(s) will be dropped from your schedule. You are welcome to contact me by phone or Marshall email if it is not convenient to stop by in person. If you do not contact me by the deadline, I will cancel a class or classes to reduce your schedule to the required 15 credit hours for probation students and you will need to check MyMU for your new schedule.
- 2) Is this is your first semester on probation? You must schedule and attend a meeting with the Associate Dean (AD) no later than the first week of the semester, **August 24-28, 2009**, to develop an Academic Improvement Plan.
- 3) You must schedule and attend a meeting with 1) your faculty advisor and then with the 2) AD during either the 9th or 10th week of the semester. For this semester it will be **October 19-29, 2009**. These meetings must take place prior to the last day to drop an individual course, which is **Friday, October 30, 2009**.
- 4) You must use a planner to schedule course work and other academic obligations while you are on probation.
- 5) To the meetings listed above, you must bring:
 - Your planner
 - Copies of course syllabi for all currently enrolled courses
 - Evidence of academic progress to date for each course, such as exams, quizzes, papers, etc.
- 6) You must check your Marshall email account at least once a week.
- 7) You must register and pay for the following semester(s), in this case **Spring 2010**, during the time provided during advance registration for currently enrolled students.
Spring 2010 advance registration will be **November 9 - 20, 2009**

You also need to make sure that payment is made in a timely fashion for your registration. Failure to pay for your registration by the deadline is not an excuse to continue on probation.

- 8) Do you have one or more courses eligible for repeat under the D/F repeat policy?
 You must re-take a minimum of one course the following semester, in this case **Spring/Summer 2010**. For specifics of the D/F Repeat Policy please consult your undergraduate catalog or you are welcome to contact the CITE Dean’s office. If the course is not offered the following semester then repeating the course will be part of your plan for future semesters.

Four (4) or more Deficit points

In addition to the items listed above for all probation students, the items below must be completed:

- 1) You must schedule and attend a second meeting with your faculty advisor and the AD. The second set of meetings with the advisor and AD must be scheduled and completed prior to the last day to completely withdraw from the institution. For this semester your second meeting must take place prior to **Tuesday, December 8, 2009**.
- 2) You must successfully complete UNI 102 “Strategies for Academic Success”.

If you have any questions about the items above please contact your Faculty Advisor, or contact CITE Associate Dean Elizabeth Hanrahan (hanrahan@marshall.edu/696-5455).

Excerpt from Probation and Suspension Policy:

Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed the Quality Point Deficit for their GPA Hours (see Table One) will be suspended for one regular semester (the summer terms do not count as a term of suspension). Second suspension is for one calendar year.

Table One – Suspension QPD

GPA Hours	0-25	26-57	58-89	90 or more
Quality Point Deficit	20	15	12	9