

Undergraduate Academic Advising Coordination “Big 5” Interventions

Executive Summary Two:

Academic Standing and SAP

As a continuation of the [Office of the Provost’s Undergraduate Academic Advising Coordination Project](#), we have convened working group number two:

1. Encouraging and acting upon early progress reporting (EPRs) and making referrals to campus resources
- 2. Academic standing and satisfactory academic progress (SAP)**
2. Proactive outreach and support for continuing student non-registration in upcoming terms
3. Degree audit reviews
4. First-year intake and enrollment outreach

Thank you to the group participants: Jen Stapel Pietropaolo (DSAS), Lori Concilio (SSOE), Stephanie Whatule (DSAS), Kristine Pugliese (SCI), Amy Evans (SHRS), Kevin Riley (CBA), Emily Snyder (SPH), Tyshawn Williams (FHC), Michelle Lagnese (TRIO SSS), Chris Coat (OUR), Mary Napoli (DSAS – Study Lab), Ashley Eppley (Financial Aid), Nichole Thon (Financial Aid).

The goal of this group is to establish guidelines for minimum expectations for monitoring and addressing undergraduate students' academic standing, focusing on academic performance and progress toward degree completion. The process includes multiple levels of intervention and support aimed at helping students overcome academic challenges and regain Good Academic Standing.

The following proposal breaks down the anticipated approach of the Academic Standing and SAP staff advising intervention strategy.

Office of the Registrar, OTP, and Deans of Colleges and Schools Actions	Professional Staff Academic Advisor Responsibilities and Actions
At the End of the Fall Semester Registrar and academic departments will run academic standing calculations based on final grade submissions.	At the End of the Fall Semester Advisors will receive a copy of the standing letters sent to students (outside of “Good Standing”)

• For students placed in one of the levels of standing outside of “Good Standing”, letters will be sent directly to the students. • Students will have XXX amount of time to respond to the standing notice and XXXXX	• Advisors will create campaigns to schedule appointments with each student moved to “Academic Review”, “Academic Notice”, or “Academic Program change” <i>[Important to note that we need to outline specific instructions for referrals or conversations for academic program change]</i>
First Week of January into Spring Semester • Students that want to explore other program options can be referred to the University Undergraduate Advising office in the Office of the Provost for exploratory and transitional advising conversations.	First week of January into Spring Semester • Advisors prioritize time on their calendars for students that need to meet for Academic Standing purposes • The director of advising initiates campaigns, that will tell students to schedule a mandatory appointment with their academic advisors. • Directors will regularly check to make sure that students moved to “Academic Review”, “Academic Notice”, “Final Notice” have appointments scheduled with advisors • Advisors will have a scheduled meeting with all students put on academic standing status to discuss current status, implications, and general plan for how to implications, and general to come back into good standing. • Advisors will have a scheduled meeting with all students put on academic notice and if student is in a status that required an Academic Improvement Plan from Deans office, that is revised in advising conversations with students.

	• For students that want to explore an “Academic Program Change”, students will be referred to Dean’s Office of destination school for final approval. • Advisors will update throughout the semester on the student’s academic plan progress (meeting with advisors, etc.). Notes on these meetings should be kept in a Pathways note type for easy reporting.
End of Spring Semester Registrar and academic departments will run academic standing calculations based on final grade submissions. [does this happen again, or just SAP?] • Students will be moved either back into good standing, stay in current standing level, or be moved to another level based on their progress. • Permission for program change will be reviewed by Deans if applicable • Students may appeal an “Academic Leave” status or “Academic Dismissal” status with the Dean’s office using approved process.	End of Spring Semester • Academic Advisors will keep notes on all conversations with students throughout the semester on meetings with students to confirm whether the student has met with them as agreed upon per their academic plan. • Advisors will receive notification of students’ academic standing status and schedule for subsequent semesters as appropriate. For students that are moved to academic leave because of failure to come back into good standing or unwillingness to change program, contact information will be given to Complete U for additional follow-up. For students that successfully appeal their academic leave status come back in to a Final Notice status.

Throughout the stages of academic standing, academic advisors serve as vital points of contact, ensuring that students have the necessary tools, resources, and guidance to work through academic challenges and improve their standing.