

**Introduction:** Your dismissal letter concisely describes your current academic standing and options for continued study in the College of Arts and Sciences at Indiana University. The *College of Arts and Sciences Bulletin* contains the full text of the Probation and Dismissal standards and describes official policy. The following FAQs provide additional information.

**Click on the questions below for a hyperlink to the answers.**

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[Why was I dismissed?](#)

Students are dismissed from the College of Arts and Sciences when, in the judgment of the Academic Retention Committee, they have ceased to make adequate progress toward their degree. Students who fail to attain a minimum grade point average (GPA) of 2.000 (C) in any two semesters and who have a cumulative grade point average (CGPA) below 2.000 (C) are dismissed automatically. (Note that these students will have been placed on probation at least once before dismissal.)

Whether or not students have been placed on probation before, the Academic Retention Committee may dismiss students if their record reveals any of the following:

- failing or near-failing performance in any semester;
- failure to make adequate progress toward completion of major requirements;
- failure to make any progress toward completion of degree requirements in any semester;
- a cumulative grade point average below 2.000 (C).

What does dismissal mean for my access to IU services, such as financial aid, housing, e-mail accounts, and official records such as transcripts?

Dismissal may affect your access to services made available to degree-seeking students, but the impact will vary by service and service provider.

**Financial Aid:** Contact the Office of Student Financial Assistance for information regarding aid eligibility and your repayment status. Their web address is: <http://www.indiana.edu/~sfa/>

**Housing:** Division of Residential Programs and Services generally cancels the housing contracts for students dismissed from the university, but you will need to check with them directly for eligibility and fee questions. Their web address is: <http://www.rps.indiana.edu/index.cfm>

**E-Mail:** University Information Technology Services manages e-mail accounts, and they regularly review and deactivate accounts for graduated students, students who have stopped attending IU, as well as for students who have been dismissed. This process is not instantaneous, but you should act quickly to avoid an interruption in service. Dismissed students enrolled through the School of Continuing Studies in independent study courses, students enrolled as non-degree-seeking students taking classes on the Bloomington campus during the summer, and students taking courses at other IU campuses will continue to have some eligibility for IUB e-mail and computing services, but they should confirm the specifics with UITs. The web address for UITs is: <http://uits.iu.edu/>

**Transcripts and other official IU records:** Students in dismissal continue to have access to their academic records. You can request transcripts from the Registrar via Onestart or via their webpage: <http://registrar.indiana.edu/>. To find out more about whether classes taken at another institution will transfer and how they will count towards degree, you should consult the Office of Admissions website at:

<http://www.indiana.edu/~iuwebdev/projects/admissions/production/apply/transfer/credits.shtml>

Why were my classes cancelled?

As a student in dismissal status, you are no longer eligible to continue your enrollment in the College of Arts and Sciences, thus all your courses for upcoming semesters are cancelled. Dismissed students will have been placed on probation and warned of their academic difficulties based on previous semester performances, so this step should not come as a shock.

### Is dismissal final?

No. Students dismissed from the College may request readmission after completing academic repair work and filing a petition for readmission.

### If I raise my College Cumulative Grade Point Average back up to 2.000, will I be readmitted automatically?

No, readmission is not automatic, nor is it guaranteed. Although the 2.000 minimum CGPA is one of the contributing factors to dismissal, it is not an absolute threshold that also ensures readmission. The Academic Retention Committee will evaluate each student's petition for readmission individually, assessing the student's readiness to return to full-time studies and his or her prospects for successful completion of degree.

### How do I know whether to petition for readmission?

As a student in dismissal status, you need to think carefully about your educational goals and your current circumstances. You should consult with an academic Assistant Dean, a major advisor, and family and friends to get a number of perspectives on this question. Readmission is neither automatic nor guaranteed, and you need to weigh all the options including changing majors, schools, or transferring away from IUB.

The goal of the probation and dismissal system is not to prevent students from completing their education, but rather to intervene when a student has been caught in a pattern of academic performance that may jeopardize his or her chances of completing a degree in the College, on the Bloomington campus, or at another institution.

Dismissed students considering petitioning for readmission should first begin to identify the obstacles and issues that contributed to their academic difficulties. Once they begin to identify strategies for resolving or coping with these challenges, they may be ready to petition for readmission.

### How can I get a readmission petition?

Dismissed students must first meet with an Assistant Dean in the College to discuss their academic difficulties, determine their eligibility to petition, and learn the petitioning procedures and timelines. To schedule a meeting with an Assistant Dean, please call 855-1647 during normal business hours. Only after the meeting will the Office of Undergraduate Academic Affairs provide the student with the petition file.

### When are readmission petitions due?

Readmission petitions must be completed and turned in by **June 20<sup>th</sup> for the upcoming fall semester**, and by **October 1<sup>st</sup> for the following spring semester**. Only students who have held a conference with an Assistant Dean and meet other eligibility requirements may submit

readmission petitions.

### What are the eligibility standards for petitioning for readmission?

Students must have a grade point deficit of 10 hours or less to qualify to petition for readmission. This deficit is the total number of hours a student must complete in Indiana University classes with B grades to raise his or her College Cumulative Grade Point Average (GPA) to 2.000, which is the minimum for good standing. Keep in mind that this is an average grades higher than B will reduce the deficit more quickly and grades below B will reduce the deficit more slowly. Grades of C- or lower will increase the deficit. (Transfer work from other universities does not impact the IUB GPA, but the credit can count towards degree.)

In addition to reducing the deficit to 10 hours or less, students must hold a readmission conference with an Assistant Dean, and meet with the academic advisor of the major they will pursue if readmitted.

### How do I calculate my credit point deficit?

The credit point deficit is the amount of B work that you would need to complete at Indiana University to raise your CGPA to 2.000. Since this is an average, grades higher than B would lift the GPA and reduce the deficit more quickly, and grades lower than B would lift the GPA and reduce the deficit more slowly. Detailed instructions on how to figure a credit point deficit are available at the following website: <http://college.indiana.edu/recorder/calculation.pdf>

A 10 hour deficit is almost a full-semester's worth of work, and the Academic Retention Committee believes that students with larger deficits are not yet in a position to succeed in regular academic enrollments. These students need to demonstrate their readiness by repairing their record prior to submitting a readmission petition.

### What can I do to repair my academic record while in dismissal status?

When you are in dismissal status, you have a number of options for completing academic repair work including:

- finishing work for any Incompletes listed on your transcript;
- enrolling in summer classes at IUB as a non-degree seeking student;
- completing up to two independent study courses offered by the School of Continuing Studies; or
- transferring coursework earned at other institutions.

The grades you earn for work completed in any of the first three options mentioned above will affect your CGPA and credit deficit. These options are discussed in more detail below:

**Finishing work for Incompletes** means that the I on your transcript will be replaced by the letter grades you earn. The Academic Retention Committee views completion of coursework as

evidence that a student has begun to take the necessary steps to repair his or her record and meet academic obligations. Conversely, as Incompletes must be removed within a year and once the deadline passes they are automatically replaced with an F by action of the Registrar, the committee views Incompletes as potential grades of F that could be added to a student's record.

Since you have already paid tuition for courses in which you earned an Incomplete, you can do repair work for Incompletes without taking on additional financial obligations. Keep in mind that earning a final grade for an Incomplete will not automatically rescind dismissal or probation, even if the grade earned lifts a student's semester GPA or cumulative CGPA above 2.000.

**Summer non-degree seeking enrollment status:** This is the only classroom enrollment available through the College to students in dismissal status; no equivalent option for classroom enrollment is available through the College during either the fall or spring semesters. Dismissed students can call the College Records Office at (812) 855-1821 to arrange such enrollments. This non-degree-seeking status may impact a student's eligibility for financial aid. Students with questions about their aid eligibility for non-degree-seeking enrollments should contact the Office of Student Financial Assistance directly at: <http://www.indiana.edu/~sfa/>

The College makes non-degree-seeking enrollment available to all of its students in dismissal status during summer because it believes that students can benefit from taking one or two classes only in each of these short sessions. With the focus that this limited enrollment provides, students may be able to earn higher grades. Summer sessions can be intense due to the shortened schedule, and students should give careful consideration to the types of courses that they take, choosing classes that play to their academic strengths or address key gaps in their academic preparation.

**Completing Independent Studies Courses through SCS:** The School of Continuing Studies offers a variety of independent study courses that carry conventional course numbers and award IUB credit; however, these courses do not meet in a classroom. Most of the courses are now taught online, but some of them continue to be delivered using the pen and paper correspondence course model. Independent Studies courses are self-paced and tied to the calendar year rather than an academic semester or term. Students have one year to complete a course from the day they pay tuition.

Not all students thrive with this form of instruction, and under normal circumstances students in the College are required to petition to count such courses towards degree. However, the Academic Retention Committee automatically allows enrollment in no more than two such courses for dismissed students.

**Transfer work from other universities:** Completing coursework at other colleges and universities and then transferring the credit into IUB can help students in dismissal, but the grades the student earns will not improve the CGPA nor reduce the credit deficit.

A student ineligible to petition due to a large credit point deficit must reduce the deficit with grades earned at IUB. Nonetheless, while the Academic Retention Committee places a premium on Indiana University coursework, it also recognizes the value of work completed at other

institutions, where students may undertake remedial work to shore up fundamental skills, earn credit to continue progressing towards degree, or explore courses that could lead to new majors.

Students interested in taking courses at other institutions should visit the Admissions Transfer Credit Services at: <http://cts.admissions.indiana.edu/>. This database has a tool that lists how a particular course previously transferred into IUB by another student will be counted towards degree. Keep in mind that only courses in which a student earns at least a C can be transferred into IUB and carry credit toward degree.

#### How do I set an appointment for a conference with an Assistant Dean?

Dismissed students who want to discuss their academic standing and the options for readmission can set an appointment by calling (812) 855-1647. Readmission conferences can be held in person or conducted by telephone if necessary. The Federal Education Records and Privacy Act limits what a dean can share with a third party, so students who wish to have anyone else participate in the conference must sign a Release of Information form. It is available for download at the College Recorder's website:

<http://college.indiana.edu/recorder/forms/PERMISSI.pdf>.

#### What will happen during a dismissal conference with the Assistant Dean?

The dismissal conference will consist of an evaluation of the academic record and a discussion of alternatives. The Dean will evaluate a student's record to identify areas of concern and weakness that the student will need to address prior to petitioning for readmission. The dean will discuss various routes for academic repair, facilitate summer non-degree-seeking enrollment, and provide a link to the petition form for eligible students.

#### How should I prepare for a dismissal conference with the Assistant Dean?

To make the most of your dismissal conference with the Assistant Dean, you should give some thought to the following questions:

- What are the root causes of the academic difficulty you have experienced?
- If you are not thriving in a particular field of study, should you continue or change course?
- How does your chosen major and/or the type of undergraduate degree you are pursuing figure into your long term professional goals?
- What alternative paths might help you achieve your long term goals if your chosen major or focus of the degree are not going to play a determinant role in it?
- Should you return to Bloomington or are there better educational opportunities closer to home?

If I am dismissed from the College, can I enroll immediately through another school or at another campus, either IU or at another institution?

Individual schools and campuses in the Indiana University system control their own enrollment, and normally students dismissed from one unit must sit out two full semesters (1 year) prior to seeking enrollment through another unit. There may be some exceptions to this policy. You should contact the officials of the campus in which you wish to enroll directly. On the Bloomington campus, the School of Continuing Studies will sometimes offer non-degree-seeking enrollment status to students who have a transcript GPA that is at or above 2.000.

#### What are the chances for readmission?

The approval rate of readmission petitions runs in the range of 50% from one semester to the next, and students can resubmit petitions for an upcoming semester if they are not successful the first time. See the advice on academic repair work and the readmission petition for further guidance.

#### What makes for a good readmission petition?

The Academic Retention Committee reads nearly 100 readmission petitions a year, and there are a number of features that the strongest petitions have in common. They are thoughtful, clearly written, complete, and free of errors. Students must allow sufficient time to gather relevant documentation and information and consult with advisors to secure their signature on the form. The goal of the process is to force students to confront, analyze, and ideally, resolve many of the contributing factors that have interfered with their studies. The readmission petition itself contains advice about writing these essays and lists factors that students may wish to consider. The items listed will not apply to all students, and in fact, to write a good essay, students need to identify, prioritize and discuss only those factors that were most important to their own struggles.

The committee denies a high proportion of petitions that show signs of hasty preparation. Students who turn in petitions that are missing signatures or that contain incomplete or inaccurate information about proposed majors and remaining degree requirements are rarely approved for readmission. Students who propose unrealistic enrollments that do not reflect the counsel of the academic advisors and Deans with whom they have consulted are rarely approved for readmission. Students petitioning to continue in a major in which they have a deficit are rarely readmitted. Since students select their own major, it should not only be an area of interest but also of strength in the academic record. If poor grades in the student's chosen major contributed to the student's dismissal, the Academic Retention Committee will be reluctant to readmit. Readmission petition essays that simply promise that a student will never earn another grade below A, and that state that "Dismissal was a real wake-up call..." do not impress the Academic Retention Committee.

#### Why do I need an advisor's signature on the form, and what should I do if I am changing majors or schools?

The petition requires the signature of an advisor in the major you are proposing to complete because advisors are experts on the specific requirements that a student will need to earn a particular degree and major. The advisors can also help you analyze your record to highlight potential obstacles and recommend courses, schedules and instructors that can help your to

maximize your chances for success. If you intend to complete your degree outside the College, you should take the readmission petition form to an academic advisor in the unit offering the major you hope to pursue. The petition contains completion instructions, and these advisors can call the College's Office of Undergraduate Academic Affairs at (812) 855-1647 with questions.

### What sort of evidence can I provide in support of a petition for readmission?

Good grades earned in Indiana University Bloomington classes are the strongest evidence that a student can provide to the committee; however, a number of other factors may be relevant.

- Students who faced health issues that negatively impacted their grades can submit letters from doctors and other healthcare professionals as pertinent documentation.
- Students who experienced economic hardship may want to consider presenting records that can establish a timeline or otherwise indicate the source and severity of a crisis.
- Dismissed students who experienced a death in the family, or other significant personal crises, can submit obituaries and death notices that establish date and family relation.

### What other offices and programs on campus can help?

Dismissed students need to identify, analyze and address the primary issues contributing to their poor grades. A number of services on campus are dedicated to helping students in these situations:

**Counseling and Psychological Services** provide medical advice and treatment for students coping with psychological conditions interfering with their academic performance. Dismissed students may not be eligible for onsite treatment but CaPS can help with referrals and also connect students with related services on campus and in the community. Their webpage is <http://www.indiana.edu/~health/departments/caps.html>.

The **Student Academic Center** coordinates a number of courses and regularly conducts workshops throughout the fall and spring semester that address study and time-management skills that can help students to improve their academic performance. Their webpage is located at: <http://sac.indiana.edu/>.

The **Arts and Sciences Career Development Center** provides career counseling and advice taking a student's academic background and particular interests into account. ASCS can help students who have reached a crossroads in their undergraduate career to reassess and redirect the course of their studies or to redefine career goals as a means of buttressing the motivation and discipline necessary to complete their undergraduate studies at IUB. Their webpage is: <http://www.indiana.edu/~career/>.

### What can I learn from reviewing my transcript and Academic Advisement Report?

The transcript and the Academic Advisement Report (AAR) are the academic tools that Indiana University provides to its students to help them track their academic standing and progress to degree. They arrange the information in your academic record to provide two views of your academic career—chronologically and by degree requirement. You can access your Academic Advisement Report over the web through the student center in OneStart (<http://onestart.iu.edu>). Use the “My Academics and Grades” tab to find “View My Academic Advisement Report.”

The transcript is a chronological list of all classes you have taken and grades you have earned as an Indiana University student. It is arranged in a semester-by-semester sequence, and it includes work you have transferred into the system. The chronological view that the transcript provides can help you to recognize patterns that develop from one semester to the next, as you advanced from freshman to sophomore standing and beyond. It can help you to see the links between your academic performance to particular events and circumstances outside the classroom, such as family crises, illnesses or a host of other time-specific events that may have interfered with class attendance, time management, and focus.

The Academic Advisement Report describes how the courses you have taken and the credits you have earned fulfill degree requirements for the College of Arts and Sciences, and it tracks your progress in your declared major(s). The Academic Advisement Report tracks performance in individual classes in relationship to particular degree requirements, flagging requirements that have been completed and demonstrating how a given class is or is not counting towards degree. The Academic Advisement Report shows patterns of poor performance clustered together by department and subject. It not only shows you where you have struggled, but it can also point to unexpected areas of academic strength. The AAR tracks the CGPA and major GPA, which are the standards the College uses to determine good academic standing and your eligibility for graduation.

What can the AAR and transcript tell me about my evolution as a student at Indiana University?

How did you do in your first few semesters in introductory classes? Did you struggle in foundational courses in which important skills were introduced? If so, are there courses or other steps you can take to strengthen your understanding of this material and thereby improve your performance in related upper-level courses?

How do my AAR and transcript reflect particular challenges that I faced in particular semesters, and what are the common denominators?

The following questions aim at identifying issues specific to your own day-to-day circumstances, and many of the issues you identify will interact with each other compounding the challenges you face as a student. Getting to specifics is an important step in this sort of self-analysis.

How many credits can I successfully complete in a semester, and how many hours can I work at a job to earn money for expenses?

**Specific Questions on Hours and Workload**—The precise answers to these questions depend upon the individual student, but the convention that many instructors use when designing syllabi

and reading lists is that students will do 2-3 hours of work outside the classroom (reading, studying, researching and writing) for every one hour of classroom contact. Following this model, a 15 credit hour semester should result in a 45-60 hour academic work week. It is not uncommon for students to inadvertently lengthen their time to degree when look for short cuts or take on too many responsibilities. To get a better sense of how many hours of enrollment and work you, yourself, can juggle, consider how many hours you have been taking from one semester to the next. Is there an upper-limit above which your grades begin to drop? Have you been packing too much into your semesters? Are your grades much lower in semesters in which you had health crises or economic hardships? Are you earning poor grades in semesters in which you are employed for more than 10 hours a week? If you are working at night, are you getting assignments done and making it to class on a regular basis? In this context, how do wages you are earning compare to the tuition dollars you are investing in courses from which you withdraw or earn unacceptably low grades?

#### How quickly can I finish my degree?

Time to degree completion is a real concern for most students, and this anxiety results in some hasty decisions. Scheduling too many courses in one semester or combining the wrong classes can actual backfire leading students to multiple enrollments in courses they fail or drop.

**Specific Questions on Withdrawals:** How many Ws appear on your record? Why are they there? Are they the result of overly ambitious scheduling? Have you repeatedly enrolled in and dropped a course in which you lack the necessary foundational skills to succeed? You may need to take or repeat a lower level course to move forward. Are you dropping early morning classes due to attendance issues?

#### Am I meeting with an academic advisor and consulting the College *Bulletin* prior to choosing classes?

Students often put themselves into difficult situations by failing to do the sort of research and planning that lays the groundwork for success. Sometimes you can schedule classes back to back, and they appear to work well together until you realize that they are on the other side of campus. Leaving a class early or regularly arriving late is a recipe for academic disaster. Sometimes this is inevitable, but in most instances students can avoid such problems with timely and careful planning.

**Specific Questions on Scheduling and Course Selection:** Have you been scheduling too many courses in one subject area into a given semester? Have you been combining enrollments in subject areas in which you struggle such as foreign language study and mathematics, chemistry and physics, or any other number of combinations that may make balancing academic obligations difficult? Have you been clustering your courses on Tuesdays, Wednesdays and Thursdays? If so, has this closely-packed schedule interfered with your ability to complete assignments, assimilate material and differentiate the key concepts from the various classes?

Am I sticking with a major because I believe it is “too late to change,” or because it is the fastest route to degree completion, or a direct path to a career?

These are complex questions, and you will want to make your decisions in light of concrete information drawn from the transcript and AAR, and you should discuss them with people you trust. Some undergraduate majors do track students directly into careers, but most majors in the College of Arts and Sciences are not pre-professional but rather focus on an education in the liberal arts and sciences. These majors instruct students in a variety of highly valued skills, such as critical analysis, verbal and written expression, and other intellectual tools that foster the sort of flexibility and problem solving that employers value in job candidates. To this end, success and smooth progress toward degree completion may outweigh the particular major a student chooses to complete.

**Specific Questions on Choice of Major and Focus of Studies:** What exact requirements do you have to finish? Are there courses that you need to take that you may fail and need to repeat? How would the classes that you have already completed for acceptable grades slot into an alternative degree program or major? Do the remaining courses you need to take interest you? One aspect of this decision that you may wish to consider is whether a switch in degree objective makes sense at the undergraduate level. For example, it may be that grinding out the one or two remaining requirements for your French major, and then choosing a graduate program in teacher preparation makes more sense than transferring to the School of Education now; however, such decisions should be made in consultation with advisors and with a clear and unvarnished understanding of the requirements involved and the time and skills needed to complete them. In contrast, you may be Biology major with one or two classes left that you just cannot pass, but your dream has been to become a doctor—How close are you to this goal? What are your chances for admission to medical school, and what alternative careers may be available to you in the fields of health and medical sciences? Is there another major that could open doors?