

OBERLIN

Oberlin College
Office of the Dean of Studies
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50 North Professor Street
Oberlin, Ohio 44074-1091
440/775-8540
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Guidelines for Academic Standing Committee Action in the College of Arts and Sciences, January 2009

From the Oberlin College Course Catalog:

Guidelines. Students are expected to progress toward graduation at a more or less constant rate. Given the graduation requirement of 112 hours, students with no advanced placement or transfer credit should complete an average of 14 hours per semester over eight semesters. The required course load each semester is at least twelve credit hours; students who wish to register in any semester for fewer than 12 or more than 16 semester hours must obtain permission in advance from the Office of the Dean of Studies.

There is a minimum level of acceptable accomplishment each semester.

1. All students must earn at least 12 hours each semester.
2. Students who at the beginning of a semester need fewer than 12 hours to graduate are required to complete only the hours necessary for graduation.
3. Students who matriculated fall semester 2004 and later must also maintain a minimum GPA of 1.67* in addition to the required minimum credit hours.

The Academic Standing Committee reviews the records of students whose achievement in a given semester falls below the appropriate established minimum. (The records of students who withdraw after the end of the ninth week of classes are subject to review by the Committee.) The decision of the Academic Standing Committee regarding a student's academic standing is final.

The academic standing of Double-Degree students is determined jointly by the College of Arts and Sciences and Conservatory of Music Academic Standing Committees.

*A new grading system was implemented at Oberlin College for students matriculating fall semester 2004 and later. The new grading system, outlined in the *Course Catalog*, includes a minimum cumulative GPA of 1.67 as a requirement for graduation. Therefore, the academic standing policy as outlined in this document contains references to the 12-credit per semester minimum as well as the minimum cumulative GPA, if applicable.

Failure to earn sufficient hours. There are many reasons why a student might fail to earn sufficient hours in a semester. A student may struggle with a certain combination of courses (e.g., several courses with heavy reading requirements or two or more courses involving weekly laboratory sessions). Occasionally, a student might deliberately sacrifice one course in order to concentrate on several others. Sometimes factors beyond the student's control affect his or her progress in a given semester.

If a student does not meet the required minimum number of credits and/or minimum cumulative GPA, if applicable, then it is very important that the student determine the specific reasons for his or her difficulties. While emergency incompletes are available to help a student compensate for time lost because of serious illness or personal crisis beyond his or her control, a student is normally expected to cope with the more widely experienced minor problems.

We encourage each student to discuss his or her problems—both their identification and solution—with his or her advisor, class dean, and others who might help. There are many resources available on campus, and a student should use them. A student might also find it helpful to consult Kathryn Stuart, Dean of Studies, or the chair of the Academic Standing Committee.

Academic Standing Sanctions. Each sanction is described below. A student may appeal an action of suspension or dismissal by presenting information in writing to the Committee; sanctions of warning and probation may not be appealed. Some state, federal, and private sources of financial aid discontinue support for students on academic probation and/or suspension; a student in this situation should consult with the Office of Financial Aid. Also, some graduate or professional schools and employers may ask whether a student has ever had an academic standing sanction.

Warning. A student will receive an academic warning if he or she:

- has had no prior sanction, and earns between 11 and 11.99 credit hours and has a cumulative GPA of at least 1.67, if applicable;
- has 90 or more credit hours prior to the current semester, has had no prior sanction, and earns one credit below half of those remaining for graduation, and has a cumulative GPA of at least 1.67, if applicable.

A student may receive a warning only one time. A warning is exactly that: the Academic Standing Committee writes the student a letter reminding him or her that the required minimum number of credit hours per semester is 12 (and the required minimum cumulative GPA is 1.67, if applicable).

Probation. A student will be placed on probation if he or she:

- has had no prior sanction, and earns between 6 and 10.99 credit hours or has less than a 1.67 cumulative GPA, if applicable;
- has received a warning in a previous semester and earns between 6 and 11.99 credit hours or has less than a 1.67 cumulative GPA, if applicable;
- has previously been on probation one time and, in any subsequent semester, earns between 10 and 11.99 (rather than 12) credit hours or has less than a 1.67 cumulative GPA, if applicable;
- has earned 90 or more credit hours prior to the current semester, has had a previous warning, and earns less than half of the remaining credits needed to graduate or has less than a 1.67 cumulative GPA, if applicable.

A student will be removed from probation if he or she meets the required minimum number of credits and minimum cumulative GPA, if applicable, during his or her next semester. However, once a student has received a probation, it remains on the student's record for the purposes of future academic standing reviews and considerations.

Suspension. A student will be suspended for two semesters if he or she:

- has had no prior sanction or a previous warning, and earns between 0 and 5.99 credit hours;
- has had one prior probation, earns between 0 and 9.99 credit hours;
- has had two prior probations, earns between 0 and 11.99 credit hours or has less than a 1.67 cumulative GPA, if applicable;
- has successfully appealed a suspension, earns between 0 and 11.99 credit hours or has less than a 1.67 cumulative GPA, if applicable;
- has taken a medical leave that superceded a suspension, earns between 0 and 11.99 credit hours or has less than a 1.67 cumulative GPA, if applicable;
- has earned 90 or more credit hours prior to the current semester, has one prior probation, and earns less than half of the remaining credits needed to graduate or has less than a 1.67 cumulative GPA, if applicable.

Appeal of suspension. A student may appeal a suspension. The process for appealing is outlined below and in a student's original suspension letter from the Academic Standing Committee.

To make an appeal, you must first discuss your situation with your Class Dean (see list of Class Deans on the last page of this document) or Dean Stuart; please call 440/775 8540 to schedule a phone appointment with Dean Stuart. Following your conversation with either your Class Dean or Dean Stuart, you must submit all of the following materials:

- a letter describing the factors that you believe contributed to your academic difficulties (including but not limited to the most recent semester); what steps you propose taking to correct these problems; your proposed course schedule for the semester of reinstatement. It is important that you explain how your situation in the upcoming semester will have changed adequately to insure that you are prepared to succeed.
- the letter must be dated and addressed to members of the Academic Standing Committee with the student's name at the bottom; it must be concise and may not exceed two double-spaced pages in a 12-point font;
- two letters of reference from people who know the student and his or her situation. One of the letters must be from the student's academic advisor. The other letter may be from either a professor (other than the academic advisor) or a health-care professional the student has seen during the immediate past semester. Both letters should be sent directly from the writers to Dean Stuart.

All materials should be sent by e-mail (Kathryn.Stuart@oberlin.edu), US mail, or fax 440/775 6369.

Academic work during period of suspension. Normally, suspended students may not earn credits toward their Oberlin degree until after they have been reinstated at Oberlin College. The Committee believes it is better for most suspended students to be in non-academic environments such as employment, internships, or volunteer work.

Some students, however, may find it to their advantage to attend another academic institution (**without** the intention to transfer credit to Oberlin) in order to remedy deficiencies in verbal or mathematical skills, repeat courses already taken at Oberlin, or explore the appropriateness of that institution for continuing their education.

Under special circumstances, a suspended student may be permitted to transfer credit for academic work done at another school—during the period of suspension—toward his or her Oberlin degree. **However, the student must receive permission in advance of taking**

coursework at another school, and must make arrangements for the transfer of credit prior to enrolling in the courses to be transferred. Students seeking transfer credit must apply in writing to the Dean of Studies providing the following information:

- name and location of institution;
- name and description of each course;
- number of credit hours;
- an explanation of how each course fits into the student's Oberlin program.

If the Dean of Studies approves the request, then the student must consult with the Office of the Registrar about pre-approval of the transfer credits.

Early return from suspension. While the Academic Standing Committee believes a student should be suspended for two semesters, a student may conclude that an absence of one semester will be sufficient to resolve his or her difficulties. If a student wishes to appeal to return after one semester, he or she must first discuss his or her situation with Kathryn Stuart, Dean of Studies. Then, the student must prepare and submit all the materials as described above in the Appeal of suspension paragraph.

Each student's original suspension letter states a deadline for appeal materials to be received by the Dean of Studies.

Reinstatement after suspension. A student who has served his or her two-semester suspension must apply for reinstatement in a two-step process. First, he or she must discuss his or her situation with Kathryn Stuart, Dean of Studies. Then, the student must prepare and submit all the materials as described above in the Appeal of suspension paragraph.

The materials must be submitted no later than the deadline stated in the student's original suspension letter from the Academic Standing Committee. Please note that this deadline date takes precedence over any dates the Registrar may set for application for reinstatement (see below.)

In addition, a student must apply for reinstatement through the Registrar's Office. The required reinstatement form is available online and can be downloaded from the Registrar's Office website, www.oberlin.edu/regist. A student reinstated after suspension will be on academic probation during his or her first semester back at Oberlin College.

Dismissal. A student will be dismissed if he or she:

- has been previously suspended and earns between 0 and 11.99 credit hours or has less than a 1.67 cumulative GPA, if applicable;
- has earned 90 or more credit hours prior to the current semester, has a prior suspension, and earns less than half of the remaining credits needed to graduate, or has less than a 1.67 cumulative GPA, if applicable;
- has successfully appealed a previous dismissal and earns between 0 and 11.99 credit hours or has less than a 1.67 cumulative GPA, if applicable.

Appeal of dismissal. A student may appeal a dismissal immediately following the Committee's decision, but not during any subsequent semester. The process for appealing is outlined in a student's original dismissal letter from the Academic Standing Committee.

Here are names, office locations, and telephone numbers of people you might find helpful:

Michael.Nee@oberlin.edu
Chair, Academic Standing Committee
Science Center N378

440/775 8302

Kathryn.Stuart@oberlin.edu
Dean of Studies
Peters Hall 205

440/775 8540; Fax 440/775 6369

Rob.Reddy@oberlin.edu
Director of Financial Aid
Carnegie 123

440/775 8142

Liz.Clerkin@oberlin.edu
Registrar
Carnegie 124

440/775 8450

Shozo.Kawaguchi@oberlin.edu
Class Dean for students entering in 2008
Wilder 105

440/775 8462

Adrian.Bautista@oberlin.edu
Class Dean for students entering in 2008
Wilder 105

440/ 775 8462

Brenda.Grier-Miller@oberlin.edu
Class Dean for students entering in 2007
Peters 118

440/775 8464

Chris.Donaldson@oberlin.edu
Class Dean for students entering in 2006
Peters 118

440/775 8464

Monique.Borgdorf@oberlin.edu
Class Dean for students entering in 2005
Peters 118

440/775 8464

Melissa.Ballard@oberlin.edu
Class Dean for students entering in 2004
and before
Peters 118

440/775 8464