

Academic Improvement Plan (AIP) Process

(rev. 9.27.16)

1. Academic Affairs receives list of students with GPAs less than 2.0 at the end of Fall and Spring semesters.
2. Academic Affairs contacts the student about his/her academic probation via telephone, letter, email and discusses the **academic** probation.
3. Academic Affairs sends the student to Student Financial Services to discuss Satisfactory Academic Progress. Students must complete Student Financial Services (SFS) appeal letter and Federal Academic Rights and Responsibilities Form (<http://www.clarion.edu/tuition-and-financial-aid/financial-aid/SAP-Appeal-Form.pdf>). If the students must do a financial aid appeal, SFS emails the advisor and department chair the number of new credits student must take.
4. Academic Affairs emails the AIP form to the advisor with a copy to the department chair, Student Financial Services, Registrar, and distance education if the student is an online student. The email will include a summary of corrective actions that were discussed.
5. The advisor or department chair meets with the student and 1) discusses corrective actions, and 2) reviews and/or develops the student's schedule.
 - a. If the student has a schedule, advisor or department chair determines if the schedule is still appropriate and, if needed, lifts the AIP hold and helps student change the schedule. The advisor or department chair writes any schedule changes on the AIP.
 - b. If the student does not have a schedule, the advisor or department chair lifts the hold allowing the student to schedule and writes the schedule on the AIP.
6. The advisor/department chair and student sign the AIP.
7. The advisor/department chair or student submits the completed AIP signed by student and advisor to Academic Affairs by the requested deadline (no later than 14 days prior to the beginning of the Spring semester or 45 days prior to the beginning of Fall semester).
8. Academic Affairs forwards a copy of the AIP to SFS and to Student Success. Academic Affairs replaces the AIP hold on the student. The student fulfills the

conditions outlined in the AIP. Advisors may use the “Advisor Notes” section of peoplesoft to document meetings.

9. At the end of the Fall and Spring semesters, Academic Affairs reviews cumulative GPAs of students with AIPs.
 - a. Students with cumulative GPAs above 2.0 will no longer have AIPs, and their AIP holds will be lifted.
 - b. Students who meet the cumulative GPA goals listed on their AIPs will be permitted to continue with AIPs as long as they passed all of their courses and they took all of the courses listed on their AIPs.
 - i. Student with cumulative GPAs less than 2.0 who failed one or more of the courses listed on their signed AIPs will be suspended
 - c. Students who did not meet the cumulative GPA goals will be suspended.
 - d. Students who did not take all of the courses listed on their signed AIPs will be suspended unless a letter from the advisor/department chair was received at the time of the course change. Note: Students who have withdrawn from courses may not be eligible for financial aid.
10. The Registrar sends suspension letter/email to students who did not meet criteria.
11. Students who are suspended may file a written appeal with the Provost’s Office within 3 weeks. Only one such appeal is permitted during a student’s time of study at Clarion University.
12. Academic Affairs reviews the suspension appeals.
13. After the appeal, Academic Affairs sends a letter to students stating the outcome of the suspension appeal. Students whose appeals are approved will be removed from suspension and are permitted to continue on academic probation with an AIP. Students whose suspensions are upheld will be suspended for one semester. Students can apply for readmission. Students must have an AIP to be readmitted. Readmittance to the University does not guarantee eligibility for financial aid.