

Marshall University

## Marshall Digital Scholar

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Recommendations

Faculty Senate

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4-28-2023

### SR 22-23-42 BAPC

Marshall University Faculty Senate

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**BUDGET AND ACADEMIC POLICY COMMITTEE**

**RECOMMENDATION**

**SR-22-23-42 BAPC**

Recommends the adjustment of language in the Marshall University Undergraduate Catalog related to the method of notifying students of a suspension or dismissal.

**RATIONALE:**

The proposed edits to the Marshall University Undergraduate Catalog would allow email notifications to be sent to students as notifications of suspension or dismissal in addition to the current language that allows regular mail. While not specifically noted in the catalog, the expected practice has been to utilize certified mail to document the date the letter was mailed as well as the delivery of the document to the student's permanent address. As the cost of certified mail has increased, this has become a significant expense for some of the larger colleges. An email with a read-receipt notification can meet this requirement at no cost.

The documentation of notification and receipt is essential in case a student chooses to appeal the suspension or dismissal. This proposal would recommend language that would clarify certified regular mail and add email with a delivery and read receipt as acceptable notification methods for suspension or dismissal. An email recipient can block a read receipt, but a delivery receipt cannot be blocked.

(An additional correction is also needed due to a change in processing in the Office of the Registrar. See the information that has been struck in the proposed text below.)

Note: This policy change request was submitted by Associate Deans Council.

**FACULTY SENATE CHAIR:**

APPROVED BY THE

FACULTY SENATE:



DATE: 4/20/2023

DISAPPROVED BY THE

FACULTY SENATE:

\_\_\_\_\_

DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED:



DATE: 4/28/23

DISAPPROVED:

\_\_\_\_\_

DATE: \_\_\_\_\_

**COMMENTS:**

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## Current Catalog Language

### Academic Standing

**(for more detailed information, see “Academic Rights and Responsibilities of Students”)**

Students receive official notification of academic standing in their grade report at the end of the regular semester or summer session.

Academic standing is defined by one of three categories:

1. *Good Standing:*

The student is in good standing when the cumulative Marshall and Overall GPA (includes Marshall grades and any grades earned at other institutions), is at least 2.0. For purposes of participation in extracurricular activities, a student is considered to be in good standing if he or she is eligible to enroll in classes that semester and not under specific restriction as described in the Marshall University Code of Student Rights and Responsibilities, Section C (1-3). Individual activities or organizations may have further requirements for participation such as minimum GPA.

2. *Academic Probation:* The student is placed on academic probation at the end of any regular semester or summer session when either the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) is less than 2.0. The student will be notified by mail/e-mail that a hold has been placed on registration activity. This means the student cannot register or make schedule changes in myMU. All registration activity must take place in person at the Office of the Registrar or through the student’s advisor. After seeing his or her advisor, the student must also get written permission from the associate dean, or appropriate college representative, of his/her college to register or make schedule changes. If a student on academic probation is taking an add/drop slip to the Office of the Registrar for course registration or adjustment, an Academic Improvement Plan (AIP) must accompany the slip at the time of registration.

3. *Academic Suspension:*

If a student exceeds the maximum quality point deficits in the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) for his or her GPA hours at the end of any given semester, he or she will be suspended for the following semester. The college dean notifies suspended students by mail that a hold has been placed on their registration status and their registration for the following semester has been canceled (excluding summer terms). Please see “Academic Probation and Suspension” for details.

## Proposed Catalog Language

### Academic Standing

**(for more detailed information, see “Academic Rights and Responsibilities of Students”)**

Students receive official notification of academic standing in their grade report at the end of the regular semester or summer session.

Academic standing is defined by one of three categories:

• *Good Standing:*

The student is in good standing when the cumulative Marshall and Overall GPA (includes Marshall grades and any grades earned at other institutions), is at least 2.0. For purposes of participation in extracurricular activities, a student is considered to be in good standing if he or she is eligible to enroll in classes that semester and not

under specific restriction as described in the Marshall University Code of Student Rights and Responsibilities, Section C (1-3). Individual activities or organizations may have further requirements for participation such as minimum GPA.

- *Academic Probation:* The student is placed on academic probation at the end of any regular semester or summer session when either the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) is less than 2.0. The student will be notified by either mail or e-mail that a hold has been placed on registration activity. This means the student cannot register or make schedule changes in myMU. All registration activity must take place in person at the Office of the Registrar or through the student's advisor. After seeing his or her advisor, the student must also get written permission from the associate dean, or appropriate college representative, of his/her college to register or make schedule changes. ~~If a student on academic probation is taking an add/drop slip to the Office of the Registrar for course registration or adjustment, an Academic Improvement Plan (AIP) must accompany the slip at the time of registration.~~
- *Academic Suspension:*  
If a student exceeds the maximum quality point deficits in the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) for his or her GPA hours at the end of any given semester, he or she will be suspended for the following semester. The college dean notifies suspended students by either certified regular mail or email with an electronic delivery and read receipt that a hold has been placed on their registration status and their registration for the following semester has been canceled (excluding summer terms). Please see "Academic Probation and Suspension" for details.