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LEARNING LOG

Preparing for Student Dismissal and Summer School



DETAILS

MAKING IT WORK, UNDERSTANDING WHAT WORKS, AND SHARING WHAT WORKS

TITLE

Preparing for Student Dismissal and Summer School

SOLUTION

Redesigned Planning Advising and Student Services

CAPACITIES

Policy

Owner



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Record Type

Monthly-Current 2017

£3

INSTITUTION

Johnson C Smith University

REFLECTION

SITE INITIATIVE

The Biddle Institute provides support, coordinates services, and facilitates intrusive interventions through two programs, Biddle Freshman Program and Sit Lux Program. These students are admitted to the University with consideration of gpas, test scores, and non-cognitive skills, and have support service and programming requirements, in addition to different academic requirements.

PROGRESS TOWARD STUDENT SUCCESS®

- 1. Clear communication is provided to students throughout the year about the gpa and participation requirements.
- 2. I wrote the SOP regarding the Dismissed students and their petition/request to attend Summer School. The process was developed to outline the steps--this was provided to faculty and staff in April.
- 3. Students who were unsure of their academic standing were encouraged to begin the petition/request process in April and May.
- 4. Petitions were received from 2016-2017 students, as well as students who were dismissed in 2015-2016 and 2014-2015.
- 5. Constant reminders of the process have been share and discussed with the ACE Advising Center and the Office of the Registrar.

IMPACT

This initiative provides more clarity to students and the pertinent departments. There has not been a written policy or steps regarding the readmittance of dismissed students, so this initiative seeks to provide a guide and understanding to students, faculty, and staff.

INTERNAL/EXTERNAL RESOURCES®

No internal or external resources were used. As the Director of Biddle Institute, developing, documenting, and sharing this process, along with others, has been vital to the structure of this newly formed unit so students and parents have confidence in the information shared with them by University staff and faculty.

NEXT CRITICAL STEPS

- 1. Inquire with other departments about the clarity of the info provided and the efficiency of the stpes for student use.
- 2. Prepare for the December sanctions list--based on this last year, there is still some clarity/confirmation the Dean needs to provide to me and other offices regarding his part in the process of Fall semester dismissal and readmittance request for summer school.

OPPORTUNITIES/CHALLENGES®

The challenge is always whether or not all involved offices, staff, and faculty will follow the process. There are those who developed the "practice"

before I translated it to a written policy, but even they	are not consistent with the process.					
QUESTIONS/REQUESTS •						
What is the structure of your FYE, conditional admits, academic advising unit? Do you have challenges because there are too many "hands in the						
pot", differing advising philosophies, and staff who ski	p steps in processes?					
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