



SUPERB Scholarship Program Student Probation Policy

Academic Probation

When a student's cumulative GPA falls below 3.0, the student will be placed on probation for the upcoming semester. This probation period serves as a warning to the student that no signs of improvement will result in dismissal from the program after GPAs are calculated at the end of the term.

Improvement is defined as an increase in cumulative GPA of at least...

- 0.30 if ≤ 15 credit hours have been earned.
- 0.25 if 16 – 30 credit hours have been earned.
- 0.20 if 31 – 45 credit hours have been earned.
- 0.15 if 46 – 60 credit hours have been earned.
- 0.10 if 61 – 75 credit hours have been earned.
- 0.05 if ≥ 76 credit hours have been earned.

Alternatively, if a student on probation has earned at least 76 credit hours, s/he can also remain in compliance with improvement standards by earning a semester GPA of 3.25 or above.

Process for Probation Notice

GPAs should be evaluated by campus leads at the end of every semester that a student is enrolled (Fall, Spring and Summer). If a student falls into probation status, the campus lead should inform the program manager of this and the circumstances surrounding this change in status. The campus lead will inform the student via email that s/he is on probation for the upcoming semester and will remain on probation until his/her cumulative GPA is above 3.0. This email will also outline the consequence of dismissal from the program at the end of the upcoming semester if s/he cannot demonstrate signs of improvement. The email will be cc'd to the program manager and the student's research advisor. The student will have the opportunity to respond to the email to provide an explanation for this change and can set up a meeting with the program manager and/or campus lead and research advisor to discuss actions moving forward or for academic advisement.

Students on probation will be required to meet with the program manager at least twice per semester to ensure that s/he remains focused and is working toward improvement. A requirement to participate in more meetings may be instituted at the discretion of the program manager, campus lead, or research advisor.

Other Situations That May Result in Probation

Students may also be placed on probation for other reasons, including but not limited to:

- Lack of participation in research laboratory
- Lack of attendance and participation in professional development seminars

These situations will be evaluated on a case-by-case basis and require a meeting with the campus lead and the program manager to make the final decision. The procedure for informing



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the student and re-evaluating probation status are the same as those followed for academic probation.

Process for Dismissal

If a student cannot adhere to the aforementioned criteria for demonstrating signs of improvement, s/he will be informed via email by the campus lead or via meeting with the campus lead and research advisor of this decision. The student will complete an exit survey to formally record this departure from the program and provide feedback to PIs and program manager for future reference.

Students who are dismissed from the program cannot reapply and be accepted back into it at a later time. Students who need to take a leave of absence for medical or other reasons should communicate this need with their research advisor and the program manager. These students may be able to be reinstated as scholarship recipients in a future semester if circumstances and funding allow.

Immediate dismissal may occur for students who breach academic/professional honesty and integrity standards.

Process for Returning to Good Standing

When the campus lead determines that a student has earned a 3.0 cumulative GPA or above at the end of the semester, the campus lead should email the student to inform him/her that s/he is no longer on probation. This email should be cc'd to the program manager for record-keeping purposes.

Students may be placed on probation multiple times throughout their participation in the program without facing additional penalties.

Accepting Students into the Program on Probation

Students may start out on probation as they are accepted into the program. The only instance in which this may occur is when a student is accepted into the program with a GPA below a 3.0. In addition to receiving an acceptance letter, the student will be notified of the probation status and informed that GPAs will be evaluated at the end of each semester. If the student is unable to comply with the standards of improvement, s/he will be dismissed from the program after his/her first semester in the program.