Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, February 14, 2019

College of Liberal Arts Executive Committee

Follow this and additional works at: https://scholarship.rollins.edu/as_ec

Recommended Citation
College of Liberal Arts Executive Committee, "Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, February 14, 2019" (2019). Executive Committee Minutes. 196.
https://scholarship.rollins.edu/as_ec/196

This Minutes is brought to you for free and open access by the College of Liberal Arts Minutes and Reports at Rollins Scholarship Online. It has been accepted for inclusion in Executive Committee Minutes by an authorized administrator of Rollins Scholarship Online. For more information, please contact rwalton@rollins.edu.
EXECUTIVE COMMITTEE MEETING
February 14, 2019
Agenda

12:30 p.m. in CSS 167
Lunch will be served

I. Approval of Minutes from 1/31/19 EC Meeting

II. Business
   a. Holt Dean Search
   b. Governance Reform Feedback
   c. Set Faculty Meeting Agenda
   d. Tenure and Promotion Review Report Colloquia
   e. Endowed Chair Policy (Attachment #1)
   f. Course Repeat Policy (Attachment #2)
   g. Cumulative GPA Policy (Attachment #3)
   h. Catalogue Revision for Academic Probation (Attachment #4)

III. Reports
    a. Curriculum Committee
    b. Faculty Affairs Committee
    c. Student Government Association
EXECUTIVE COMMITTEE MEETING  
February 14, 2019  
Minutes

PRESENT  
Ashley Kistler, Christopher Fuse, Amy Armenia, Dawn Roe, Jana Mathews, Grant Cornwell, Jennifer Cavenaugh, Laurel Habgood, Wenxian Zhang, Richard Lewin, Gloria Cook.

Excused: Susan Singer, Emily Russell, and Nagina Chaudhry.

Guests: Stephanie Henning

CALL TO ORDER
Ashley Kistler called the meeting to order at 12:30 PM.

APPROVAL OF MINUTES FROM 1/31/19
Fuse made a motion to approve the corrected minutes from the 1/31/19 EC meeting. Zhang seconded the motion. Motion passed unanimously.

BUSINESS

Holt Dean Search
Ashley Kistler
EC discussed holding an electronic vote for the Holt Dean Search. Habgood made a motion to have an electronic vote to approve the Holt Dean. Fuse seconded the motion. Motion passed unanimously.

Governance Reform Feedback
Ashley Kistler
Kistler made a motion to move into a committee of the whole to discuss governance reform. Fuse seconded the motion. Motion passed unanimously.

EC discussed feedback from faculty about governance reform.

Fuse made a motion to move out of a committee of the whole. Lewin seconded the motion. Motion passed unanimously.
**Set Faculty Meeting Agenda**  
Ashley Kistler

The 2/28/19 faculty meeting agenda will include overviews of standing committees to help those who may be interested in running for a position on FAC and CC; votes on committee structures with proposed changes, EC membership revisions, and equity committee service; and a report from the Diversity Council.

**Tenure and Promotion Review Report Colloquia**  
Ashley Kistler

EC discussed how to structure the colloquia. Volunteers are needed to lead the sessions. Mathews, Habgood, and Armenia will help. Nancy Chick will mediate a breakout session with untenured faculty.

**Endowed Chair Policy**  
*Attachment #1*  
Christopher Fuse

In an attempt to bring everything that looks like an endowed chair under a single umbrella, FAC is proposing three levels of awards: Cornell Distinguished Faculty Award (CDFA), Endowed Professorships, and Endowed Chairs. CDFA are three-year terms and viewed as a junior endowed chair, an Endowed Professorship would have a six-year term, and Endowed Chairs would have six-year terms and be infinitely renewable. It would be inappropriate to hire/recruit faculty into CDFA’s and Endowed Professorships.

Cornwell: I would welcome hearing faculty discuss whether the idea of using endowed chairs to attract candidates is desirable or not. If faculty do not want us to hire people in with those awards, I need to know that.

Fuse: FAC had a long conversation about compensation/benefit tiers. FAC was not comfortable making those recommendations and suggests administration conducts a review of compensation for these positions.

EC discussed the application/nomination process. Some members prefer a self-nomination process and others noted that some faculty may not feel comfortable putting themselves forward due to cultural/gender issues. Fuse said international and gender issues came up in FAC. We are not going to overcome either issue, but we can work to establish a culture at Rollins where it’s appropriate to self-nominate by identifying faculty who would be good candidates and mentoring them to move forward. EC voted 7-2 to make it an application process, rather than a nomination process.

Mathews: How many endowed chairs do we currently have?  
Fuse: We have 33 endowed chairs which is double what we should have for a school the
size of Rollins. FAC recommends modifying all the Cornell and teaching chairs to Endowed Professorships.

Kistler: What changes would we like to see to the proposal? Roe would like to tweak the language surrounding the recommending committee to add that we will strive for divisional representation.

Habgood recommended creating a white paper (rather than hosting a colloquia) before taking this to faculty for vote. Mathews suggested adding a brief preface stating what is currently in place.

Habgood made a motion to endorse the Endowed Chair Policy. Fuse seconded the motion. Motion passed unanimously. It will be brought to the full faculty in March.

**Course Repeat Policy**  
*Attachment #2  Gloria Cook*

Cook explained the changes and rationale behind the proposed course repeat policy, and Henning said this change would bring us more in line with how almost 80% of other institutions handle course repeats.

Cornwell asked if students can repeat a course only once, and does the first grade stay on the transcript? Henning said students can repeat a course as many times as they want, all courses will remain on the transcript, but only the most recent grade will be included in GPA calculations.

Fuse asked how the policy will affect Bright Futures Scholarships. Cook and Henning said there are financial aid implications with our existing policy and scholarship students needs to check with Financial Aid first.

Armenia asked how this policy change will affect capacity in courses that are already full. Stephanie said if a student received a “C” in a course, they would need instructor permission to enroll in the course again. She added that we had 4 students in the fall and 3 in the spring repeat courses.

Habgood made a motion to endorse the proposal. Fuse seconded the motion. Motion passed unanimously.

**Cumulative GPA Policy**  
*Attachment #3  Gloria Cook*

EC briefly discussed the proposed Cumulative GPA Policy for rFLA courses.

Due to time constraints, Fuse made a motion to table this issue to the next EC meeting.
Lewin seconded the motion. Motion passed unanimously.

**Other**
Jennifer Cavenaugh
Cavenaugh asked EC how to proceed with emergency hires for faculty who will not be returning in the fall. Kistler recommended having an application call once each semester for emergency faculty lines.

**ADJOURNMENT**
Ashley Kistler
The meeting adjourned at 1:45 PM.
Rollins College Endowed Chair Policy

PAC Draft January 22, November 19, 2019

Endowed chairs, endowed professorships, and Cornell distinguished faculty positions enable Rollins to recognize exemplary faculty who have evidenced excellence in at least two of the faculty’s three primary emphases of teaching, scholarship, and service. It is expected that the awardees will have established and continued a record of excellence in instruction.

Endowed chairs and professorships are established with private gifts that the College has formally accepted and are accompanied by supporting documentation governing the awarding criteria and usage of the funds based on the College’s endowment spending policy. The College is obligated to award endowed chairs and professorships to the best of its ability as stipulated in the gift documentation. Any requests for changes to the awarding criteria must be directed to the President and Vice President for Institutional Advancement.

1. Cornell Distinguished Faculty positions

The purpose of the CDFP is to recognize and incentivize faculty for excellence in at least two of the following: teaching, scholarship, and service.

At the end of the CDFP term, the awardee will publically present to the College regarding their recent distinguished accomplishments in teaching, scholarship, and/or service.

All tenured and tenure-track faculty are eligible and can apply or be nominated. Recipients hold a CDFP position for three academic years. CDFPs cannot be used to recruit new faculty to the College.

Each year of the award the holder receives professional development funds, and a base salary increase following completion of the three-year term. In AY18-19 the annual award is $5000, and the base salary increase is $2500.
Recipients cannot simultaneously hold an Endowed Professorship or an Endowed Chair position.

2. **Endowed Professorships**
   a. The purpose of an Endowed Professorship is to recognize and incentivize faculty for distinction in teaching, scholarship, and service, and most notably, scholarship. At the end of the endowed professorship term, the awardee will publicly present to the College regarding their recent distinguished accomplishments in teaching, scholarship, and/or service.
   b. All tenured faculty are eligible and can apply or be nominated. Endowed Professorships cannot be used to recruit new faculty to the College.
   c. Recipients hold the position for a term of six academic years. Throughout the term, the holder of an endowed professorship will receive a salary increase, an annual course release, a salary increase, and an annual professional development fund. Endowed professorships can be held for no more than two consecutive terms.
   d. In AY38-19 the annual award is a course release, a $5000 salary increase, and a $3000 professional development fund.
   e. Recipients are permitted to defer ("bank") up to 3 course releases at a time; all service responsibilities continue regardless of course releases taken.

3. **Endowed Chairs**
   a. The purpose of an Endowed Chair is to recognize and incentivize faculty for national and international distinction in teaching, service, and most notably, scholarship. At the end of each six-year term, the awardee will publicly present to the College.
Regarding their recent distinguished accomplishments in teaching, scholarship, and/or service.

All tenured faculty are eligible and can apply or be nominated.

Some Recipients hold the position for a term of six academic years. In each year of the award, the holder of an endowed chair will receive an annual course release, an annual salary increase, and an annual professional development fund. Endowed Chairs do not have term restrictions.

In AY18-19, the award is a course release, a $5000 salary increase, and a $3300 professional development fund.

Recipients are permitted to defer ("bank") up to 3 course releases at a time; all service responsibilities continue regardless of course releases taken.

Recipients cannot simultaneously hold a Cornell Distinguished Faculty or Endowed professor position.

Review Policy:

At the end of each year, awardees are required to submit reports to the Dean of the Faculty and the Provost, in which they summarize their activities in teaching, scholarship, and service. The Dean of Faculty and the Provost will review the summaries as the basis for the award, reaffirmation letters, in the third year of the award term, the Dean of Faculty and the Provost will review the annual reports and evaluate each awardee’s portfolio.

Renewal Policy:

In the fifth year of the award term, the awardee will submit a portfolio reflecting on their teaching, service, and scholarship activities during the period of their endowed or since their renewal. The portfolios will be evaluated by the Dean of Faculty and the Provost, who will submit letters of evaluation to the FAC. The FAC will review the portfolios and evaluation letters for the past 5 years and write an evaluation letter if necessary.
Application and Recommendation Process

The recommending committee for the awarding of endowed chairs, professorships, and distinguished faculty is made up of seven members. The committee includes the chair of the Faculty Affairs Committee, one tenured faculty member appointed by the FAC, three current holders of endowed chairs, the Dean of the Faculty, and the Provost. To the degree possible, the membership of the recommending committee reflects the diversity of the faculty.

In early December, the recommending committee distributes a call for applications for open endowed chairs, professorships, and distinguished faculty positions. All tenured and tenure-track faculty in the College of Liberal Arts are eligible to submit applications to open distinguished faculty positions. All tenured faculty in the College of Liberal Arts are eligible to submit applications for endowed chair and endowed professorships.

An application consists of a current vita, a letter (no more than 1000 words) addressing evidence of excellence in teaching, scholarship, and service, and a one-page statement that sets forth the goals over the period the endowed position is held. Applicants should also submit supporting documentation, such as syllabi and other instructional material, and any other evidence of excellence in teaching, scholarship, and service. By February 15, all applicants should submit their materials to the Dean of the Faculty. The recommending committee makes its recommendations on the basis of the applicant’s submitted materials.

The committee forwards its recommendations to the Provost for presentation to the President in time for an announcement at the final faculty meeting of the spring term. Final approval and awarding of persons to endowed professorships or endowed chairs are made by the President in alignment with gift documentation.

Recommendations for Rolling Administration:

1. FAC suggests that the current Cornell endowed chairs be converted to endowed professorships. These positions are not restricted to any specific department and are the most logical to be used as term-limited endowed positions. Additionally, the Irenan Chair, the John Q. Nunn Chair, and the John M. Holaday Chair are not tied to any single department and would therefore be most easily transitioned to endowed professorships.
2. FAC wants to emphasize that the Administration is the steward of the endowed faculty funds. We encourage the Administration to review funding for each of these positions and make prudent choices regarding future appointments.

3. FAC suggests the Administration consider the benefits allotted to holders of these endowed positions. FAC does not feel it is within their purview to dictate the award benefits. Thus, the new three-tiered endowed chair structure, it may be appropriate to review the benefits prevalent to award holders.

4. The terms endowed professorship and endowed chair are used internally toRollins College to differentiate between fixed-term and fully renewable endowed faculty positions. Both titles indicate a type of endowed chair. We encourage Institutional Advancement to simply use the term endowed chair when working with outside funding sources.
Proposal: To change the current repeat policy from using all repeated course grades in calculation of the cumulative and major/minor GPA to using only the most recent grade.

Rationale: The current Rollins policy for repeating courses allows for all grades earned in repeated courses to count in the student’s cumulative GPA. This is outside of best practices and the practice of our peer and competitor institutions. This also makes it difficult for students who have experienced academic difficulties to repair their cumulative and major/minor GPAs which can directly impact academic probation, persistence to graduation and eligibility for financial aid.

REPEATED COURSES (Current-CLA)
Students may repeat courses regardless of the grades earned. However, students will only earn credit hours for the course one time. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

REPEATED COURSE (Current-Holt UG)
Students may repeat courses regardless of the grades earned; however, students will only earn credit hours for the course one time. In most cases, repeated courses will not be covered by financial aid. All grades will be calculated in the GPA, and all courses and grades will be part of the official academic transcript.

REPEATED COURSES (Current-Holt GR)
Students may only repeat a course for which the grade received does not meet the degree requirement. The original grade is not removed if a student repeats a course. Note: In addition, each Hamilton Holt graduate program has their own repeat policy in place and no change is recommended for these programs.

REPEATED COURSES (Proposed)
When a course is repeated, all courses and grades will remain on the official academic transcript, but only the most recent grade will be used in calculation of the student’s grade point average. In the instance that a student fails a course after earning a passing grade and credit, the student will forfeit any prior credits earned for the course.

The following apply to course repeats:
- Students who have earned a grade below a C or a WF in an undergraduate course are eligible to repeat a course.
- Students may not audit a course in which they have previously earned an A-F, WF, NC, or CR, nor can a student take a course for credit which was previously audited.
- Students may not receive transfer credit for a course in which they have previously earned an A-F, WF, NC, or CR at Rollins College.
- Students who have earned a C or better in a course may repeat on a space available basis and when approved to register by the instructor for the course. Students will not receive additional credit for repeating a course they
have already received credit, and will lose any prior credit earned if the subsequent attempt results in a failing or no credit grade.

Students who receive financial aid may be impacted when repeating a course in which they have already earned credit with a D- grade or higher. In addition, all academic grades that appear on your Rollins transcript are included when determining GPA eligibility under federal financial aid satisfactory academic progress. All students who wish to repeat a course are highly encouraged to contact the Office of Student Financial Aid in advance of registration form the repeat course.

**Supporting Rationale:** A 2015 (American Association of Collegiate Registrars and Admissions Officers) survey published results on course repeat practices; the following statistics were gathered from undergraduate institutions who participated in the survey:

More than three-quarters (79%, n=819) of undergraduate respondents indicated that their institution does not limit the total number of credits that can be repeated. The same percentage of institutions report that they do not limit the number of courses that can be repeated either (79.1%, n=780). For this sample, there is no statistically significant relationship between this practice and either institution type, size or control. That is, none of the institutional AACRAO September 2015 60 Second Survey Results 2 characteristics appears to influence whether or not an institution limits the total number of credits that can be repeated. Several course repeat practices are captured in Figure 1, and a few are noted in the narrative here. One in ten institutions requires the student to petition for a course grade to be replaced after the repeated course is successfully completed. It is more common for the “most recent grade earned” (54.2%, n=781) to apply to the student’s record than it is for the “highest grade earned” (40%, n=782) to apply. Less than half (41.3, n=779) allow students to transfer a course from another institution for a course repeat. Source: [https://www.aacrao.org/docs/default-source/default-document-library/aacrao-september-2015-60-second-survey---course-repeat-practices.pdf?sfvrsn=51fd4b36_2](https://www.aacrao.org/docs/default-source/default-document-library/aacrao-september-2015-60-second-survey---course-repeat-practices.pdf?sfvrsn=51fd4b36_2)
<table>
<thead>
<tr>
<th>Original Grade Earned Limit for Course Repeatability –</th>
<th>Yes</th>
<th>No</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Percentage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Count A - or above 2.8%</td>
<td>26.4%</td>
<td>73.6%</td>
<td>784</td>
</tr>
<tr>
<td>B - or above 16.1%</td>
<td>22.1%</td>
<td>77.9%</td>
<td>786</td>
</tr>
<tr>
<td>C - or above 60.2%</td>
<td>10.7%</td>
<td>89.3%</td>
<td>783</td>
</tr>
<tr>
<td>D - or above 20.9%</td>
<td>4.0%</td>
<td>96.0%</td>
<td>782</td>
</tr>
</tbody>
</table>

Figure 1: Use of Course Repeat Practices for Undergraduate Students

<table>
<thead>
<tr>
<th>Practice</th>
<th>Yes</th>
<th>No</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most courses may be repeated only once</td>
<td>26.4%</td>
<td>73.6%</td>
<td>784</td>
</tr>
<tr>
<td>A student must seek permission in advance to register for a repeated course</td>
<td>22.1%</td>
<td>77.9%</td>
<td>786</td>
</tr>
<tr>
<td>A student must petition for a course grade to be replaced after the repeated course is successfully completed</td>
<td>10.7%</td>
<td>89.3%</td>
<td>783</td>
</tr>
<tr>
<td>Course replacements happen automatically (i.e., no petition required)</td>
<td>78.7%</td>
<td>21.3%</td>
<td>784</td>
</tr>
<tr>
<td>The highest grade stands</td>
<td>40.0%</td>
<td>60.0%</td>
<td>782</td>
</tr>
<tr>
<td>Grades are averaged</td>
<td>11.9%</td>
<td>88.1%</td>
<td>780</td>
</tr>
<tr>
<td>The most recent course grade stands</td>
<td>54.2%</td>
<td>45.8%</td>
<td>781</td>
</tr>
<tr>
<td>Students may transfer a course from another institution for a course repeat</td>
<td>41.3%</td>
<td>58.7%</td>
<td>779</td>
</tr>
<tr>
<td>Some courses may be taken more than once for credit (e.g., topical courses, music lessons)</td>
<td>86.7%</td>
<td>13.3%</td>
<td>783</td>
</tr>
<tr>
<td>Credit is earned for only ONE of the course attempts even if both grades are considered passing grades</td>
<td>83.7%</td>
<td>16.3%</td>
<td>781</td>
</tr>
<tr>
<td>There is a limit on the total number of courses that may be repeated</td>
<td>20.9%</td>
<td>79.1%</td>
<td>780</td>
</tr>
</tbody>
</table>
Proposal: Changing the Grade Requirement for Rollins Foundations in the Liberal Arts Seminars to a Cumulative GPA Requirement.

Curriculum Committee unanimously approved the following motion to rescind the current requirement of a minimum C- grade in each Foundations Seminar course (rFLA 100, 200, and 300) and replace it with a minimum cumulative 2.0 GPA in all Rollins Foundations in the Liberal Arts courses.

rFLA coursework includes RCC, competencies and Foundations Seminars.

Rationale: A minimum 2.0 cumulative GPA across all rFLA coursework would slightly raise expectations of student performance, while also distributing the grade requirement across multiple courses.

Note: Grade minimums for competency courses would remain unchanged.

Data of Students not meeting the required passing grade of C- by terms

<table>
<thead>
<tr>
<th>Counts</th>
<th>D</th>
<th>D-</th>
<th>F</th>
<th>HZ</th>
<th>W</th>
<th>I</th>
<th>HF</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-01</td>
<td>4</td>
<td>1</td>
<td>9</td>
<td>2</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>2019-09</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td>6</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>2019-01</td>
<td>5</td>
<td>5</td>
<td>3</td>
<td>11</td>
<td>1</td>
<td>32</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>2019-02</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>19</td>
<td>1</td>
<td>37</td>
</tr>
<tr>
<td>2019-01</td>
<td>8</td>
<td>4</td>
<td>9</td>
<td>16</td>
<td>0</td>
<td>36</td>
<td>5</td>
<td>78</td>
</tr>
<tr>
<td>2019-02</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>11</td>
<td>1</td>
<td>21</td>
<td>2</td>
<td>48</td>
</tr>
<tr>
<td>2019-01</td>
<td>15</td>
<td>7</td>
<td>4</td>
<td>9</td>
<td>3</td>
<td>41</td>
<td>4</td>
<td>84</td>
</tr>
<tr>
<td>2019-02</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>32</td>
<td>4</td>
<td>56</td>
</tr>
</tbody>
</table>

rFLA 100 courses only

<table>
<thead>
<tr>
<th>Counts</th>
<th>Spring 2015</th>
<th>Counts</th>
<th>Spring 2016</th>
<th>Counts</th>
<th>Spring 2017</th>
<th>Counts</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>4</td>
<td>D-</td>
<td>4</td>
<td>D</td>
<td>4</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>D-</td>
<td>1</td>
<td>D-</td>
<td>1</td>
<td>D-</td>
<td>4</td>
<td>D-</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>4</td>
<td>D+</td>
<td>5</td>
<td>D+</td>
<td>1</td>
<td>D+</td>
<td>1</td>
</tr>
<tr>
<td>W</td>
<td>11</td>
<td>W</td>
<td>16</td>
<td>W</td>
<td>14</td>
<td>W</td>
<td>18</td>
</tr>
<tr>
<td>I</td>
<td>1</td>
<td>I</td>
<td>2</td>
<td>I</td>
<td>3</td>
<td>I</td>
<td>2</td>
</tr>
<tr>
<td>HF</td>
<td>0</td>
<td>HF</td>
<td>0</td>
<td>HF</td>
<td>0</td>
<td>HF</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>23</td>
<td>Total</td>
<td>33</td>
<td>Total</td>
<td>33</td>
<td>Total</td>
<td>33</td>
</tr>
</tbody>
</table>

Note for Context:
1) rFLA 100 (approx. 25 courses) only offered in spring semester
2) 1st full cohort was Class of 2018

Counts for cumulative rFLA GPA ranges for 117 students who received D/D+/D- since Spring 2015:
- 4 students: 0-2
- 20 students: 2-2.5
- 51 students: 2.5-3
- 44 students: 3-4
Current: (https://www.rollins.edu/catalogue/academic_regulations.html)

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

Rollins College students are expected to earn and maintain a minimum grade point average of 2.0 to be considered in good academic standing. Students who fail to meet minimum academic standards at the end of any term may be placed on academic probation, academic suspension, or are dismissed permanently from the College. Students on academic probation are required to enroll in a minimum academic load of twelve (12) semester hours, and may not normally withdraw from a course nor take a course on a credit/no-credit basis.

Minimum Academic Standards

Any student whose cumulative GPA falls below 2.0, or whose previous fall or spring term GPA falls below 1.5, will be placed on academic probation. For the purposes of determining academic standing, a Summer Term/Maymester GPA below 1.5 will not result in a student being placed on academic probation or suspended. However, changes in a student’s cumulative GPA after Summer Term/Maymester course grades are calculated may result in a student being placed on academic probation or moved to good academic standing.

<table>
<thead>
<tr>
<th>A student with:</th>
<th>Cum below 2.0</th>
<th>Cum above 2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall or Spring Semester Term GPA</td>
<td>probation</td>
<td>good standing</td>
</tr>
<tr>
<td>Term below 1.5</td>
<td>probation</td>
<td>probation</td>
</tr>
<tr>
<td>Term above 1.5</td>
<td>probation</td>
<td>good standing</td>
</tr>
</tbody>
</table>

Academic Probation

Students on academic probation are required to enroll in a minimum academic load of twelve (12) semester hours during the fall or spring semester.

Students on academic probation may be prohibited from participating in Rollins-sponsored activities, such as athletics, fraternity/sorority life, leadership positions, study abroad, and/or internships for academic credit.

Students placed on academic probation will be asked to adhere to the General Requirements for Probation. Probationary students must complete a General Requirements for Probation form that specifies an individualized plan for returning to good academic standing and agree to abide by all probationary regulations, including enrollment in a specialized course focused on academic success. Failure to follow the terms of the General Requirements for Probation may result in a student’s immediate suspension or permanent dismissal, even during the course of the term in progress. Students who are academically suspended or dismissed prior to the end of a semester, Summer Term, or Maymester are subject to standard college refund policies for tuition, room, and board fees.

Students on academic probation need the permission of their academic advisor in order to add or drop any course during the add/drop period. Students on academic probation will need the approval of the Dean of Faculty (or designee) to complete the following academic transactions after the designated add/drop period: 1) withdraw from a course, 2) take a graded course on a credit/no-credit basis, 3) file an Incomplete Course Contract.
**Academic Suspension**

Students who fall within any of the following categories will typically be academically suspended from the College.

- Those who have been on probation and do not meet the minimum academic standards the following term, fall or spring semester.
- Those on probation who fail to follow any of the General Requirements for Probation.
- Those who have been on probation two non-consecutive semesters (fall or spring only) and fail to meet the minimum academic standards at third time.

An exception is made for first-year students. First-year students will be academically suspended from the College after their first semester if their GPA falls at or below 1.25. If these students would like to be considered for continuation for a second semester, they should appeal their academic suspension to the Dean of the Faculty. If their appeal is accepted and they are continued in the Spring, these students will be subject to the General Requirements for Probation, required to meet a second-semester GPA designated by the Academic Appeals Committee in order to enroll for the following Fall.

Students who are academically suspended from the College are not permitted to continue in any Rollins College programs, including the Hamilton Holt School. While on academic suspension, students should only be on campus to conduct business related to a readmission appeal and/or as an officially registered guest and must abide by the guest policies. No academic credit earned during a suspension will be transferable back to Rollins. Students may request to transfer back to Rollins any credits earned during an academic suspension. All transfer credits must be pre-approved prior to enrolling elsewhere via the Request for Permission to Study Outside Rollins College form.

Students who have been academically suspended a first time may petition for readmission by writing a letter completing the academic appeal to return form in which they articulate both insight into the factors which led to the poor performance and a realistic plan to improve academic performance and return to good academic standing. This letter is addressed to the academic appeal to return may be submitted to the Office of the Dean of the appropriate College Faculty after a minimum of one (1) semester has elapsed. The appeal is then forwarded to the Curriculum Committee. To be considered for readmission from academic suspension, students must demonstrate readiness to return and improved commitment to academic success. The academic appeal to return will only be considered if the student is in good standing with the Rollins Community (including but not limited to Community Standards, Bursar, etc).

Students who are academically suspended a second time are dismissed permanently from the College and may not subsequently enroll in any program.
Rationale for changes

1) We are clarifying the impact of Maymester and classes taken in Holt over the summer. The language currently in the catalogue does not clarify the impact on cumulative GPA and academic standing and was the result of a contested situation in which a student failed one Maymester course and was placed on academic probation due to this one poor grade. This also standardizes a practice in our office that takes students off of probation when Maymester or summer courses raise their cumulative GPAs above the 2.0 threshold.

2) Currently, students on Academic Probation must file an academic appeal in order to withdraw from a course or take a letter-graded course as Credit/No-credit. In these cases, the appeals committee consults with the Associate Dean for Advising and the Director of Academic Advising and Support Services. These seem to be cases that can easily be handled by the Dean of Faculty’s office and would lessen the case burden of the Appeals Committee.

3) We have found that a most students suspended for academic reasons do not return to Rollins. Being “frozen” academically for one year does little to help students towards graduation. Also, we have found that many of the students on academic suspension who do return take classes at other colleges, only to not have these credits help them towards graduation. We believe this policy to be excessively punitive and a deterrent for students who make an academic recovery from returning to Rollins.

4) Many of the appeals to return are submitted over the summer or prior to the start of the spring semester, when the consulting the Curriculum Committee would not be feasible. This is why decisions on appeals would be better handled by the Office of the Dean of the Faculty.