



Academic Reinstatement Information Packet

Academic & Pre Professional Advising Center

E-2360, Melville Library

www.stonybrook.edu/aadvising

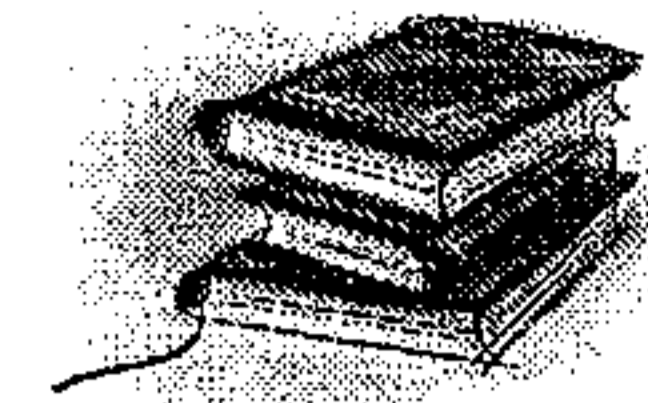
631.632.7082

Summer, 2009

STONY BROOK UNIVERSITY
Academic & Pre-Professional Advising Center



Academic Standing
Fact Sheet



As Academic Advisors, we are committed to helping you achieve academic success at Stony Brook University. In order to be in good academic standing at Stony Brook University, you must earn a cumulative GPA of a 2.0 or higher. The University has created various levels of Academic Standing to help you monitor your academic progress.

Please refer to the Undergraduate Bulletin online for full details regarding all levels of academic standing at: <http://www.stonybrook.edu/ugbulletin>

- **First Semester Warning:**
First semester students whose GPA is below 2.0
- **Notice:**
Continuing students in good academic standing whose **semester** GPA falls below 2.0 for one semester
- **Warning:**
Continuing students in good academic standing whose **semester** GPA falls below 2.0 for two *consecutive* semesters
- **Probation:**
Continuing students whose **cumulative** GPA falls below a 2.0
- **Suspension:**
Students on probation whose cumulative GPA remains below 2.0 will be suspended. Under certain circumstances suspended students may petition for academic reinstatement. If reinstated, students are normally given two semesters to achieve a cumulative GPA above a 2.0.
- **First Reinstatement:**
The first semester a student is reinstated after suspension
- **Second Reinstatement:**
Students whose cumulative GPA is below a 2.0 after their first semester of reinstatement
- **Dismissal:**
Students whose GPA remains below a 2.0 after their second semester of reinstatement will be dismissed from the university.

Academic Remarks on Your Transcript and What They Mean:

Q	<i>Academic Dishonesty</i>	Student who has been charged with academic dishonesty; must take Q course to have it removed; factors in as "F" into GPA.
I	<i>Incomplete</i>	The Incomplete notation is at the discretion of the instructor. Student must communicate with instructor to complete coursework; otherwise, grade becomes "I/F" and factors in as "F" into GPA.
W	<i>Withdrawal</i>	Student withdrew from course by 9 th week of the semester; student does not receive credit for course and no grade is factored into GPA.
**	<i>No grade reported</i>	No grade has been reported; student should contact faculty member.
U	<i>Unsatisfactory</i>	(in courses such as MAP 103, WRT 101/102, FYS 101, CHE 130); student does not receive credit for the course but no grade is factored into GPA.
S	<i>Satisfactory</i>	(in courses such as FYS 101, CHE 130); student receives credit for class but no grade is factored into GPA.
P	<i>Pass</i>	Student selected P/NC option by the 9 th week in the semester; student earned a "D" or better in the course; student receives credit for the course but no grade is factored into GPA and no DEC credit earned; in most cases no major/minor credit earned.
NC	<i>No Credit</i>	Student selected P/NC option by the 9 th week in the semester; student earned an "F" in the course; student does not receive credit for the course but no grade is factored into GPA.
NR	<i>No Record</i>	Faculty members report "NR" if a student is listed on their roster but has no record of that student ever attending class; an "NR" becomes an "N/F" and is factored into the GPA as an "F".

Academic Standing: Dean's List

After each fall and spring semester the dean of each college compiles a Dean's List of undergraduate students who constitute approximately the top 20 percent of their class. Each full-time student must have completed in that semester at least 12 credits for a letter grade (including S) and have no I's, U's, NR's, NC's, F's, R's or Q's. P grades are not considered to be letter grades. Part-time students must have earned at least six credits in a semester of letter-graded work (not including S or P grades). The grade point average cutoffs are as follows: seniors, 3.40; juniors, 3.30; sophomores, 3.20; and freshman, 3.10.

You are strongly encouraged to meet with an advisor throughout the semester to discuss your academic progress, concerns and accomplishments. To schedule an appointment, please call the Academic & Pre- Professional Advising Center at 631-632-7082, option 2.
We are here to help you!

ADVICE FOR SUSPENDED STUDENTS

Petitioning For Academic Reinstatement Following Suspension

The following are some considerations/suggestions to think about when petitioning for academic reinstatement, following suspension.

Who Should Consider Petitioning?

Petitioning for academic reinstatement following suspension has no guarantee of approval. You are requesting an exception to the academic policy of the University, so you must make sure that you have a good reason(s) to make such a request. Before you decide to petition, whether it's for immediate or later reinstatement, spend some time reflecting on your academic path and progress. Ask yourself the following questions:

1. Am I in the right major? Do I like the courses I'm taking or am I just getting by? Do I even have a major yet?
2. Are my current academic goals realistic? (For example: If you hate the sciences and cannot seem to pass chemistry, then maybe medical school isn't right for you...)
3. Am I making school my top priority or am I letting my job or social schedule take the lead? If I have to work, would I do better if I only worked part-time or only attended school part-time?
4. Am I experiencing debilitating family or personal problems that have prevented me from doing my best academically? Is this the right time for me to be in school or do other issues in my life need my attention, at least for now?
5. Is Stony Brook the right place for me? For some students, Stony Brook is not the best possible fit. Consider your comfort level here before automatically deciding to try to return.

Asking yourself these types of reflective questions may help you to determine if an immediate petition for reinstatement is the best course of action for you. Some students decide that for them, taking classes at another school, working, or just taking time to reevaluate their academic plans and progress can prove very fruitful in the long run. It's important to petition when you are really ready to come back and prepared to make the kind of positive changes you will need to achieve academic success. Successful petitioning for reinstatement just for the sake of being reinstated, is likely to result in a repeat poor performance and put your academic future at the University in jeopardy.

How Does the Petitioning Process Work?

To petition for academic reinstatement, you'll need to pick up a petition from the appropriate Academic Advising office and make an appointment to speak to an academic advisor. Students from the College of Arts and Sciences, the College of Business, the School of Journalism, the School of Atmospheric and marine Sciences, and those without declared majors, should go to the Academic and Pre-Professional Advising Center, E-2360 Melville Library. College of Engineering students should inquire at the CEAS Undergraduate Student Office, Room 127 Engineering Bldg.

The petition process is multi-layered. If your first petition is not approved, and time permits, you may appeal the decision with a second petition. However, in order to ensure that your appeal will be reviewed, you must submit a new letter explaining your situation along with any new documentation you have.

What Kind of Documentation Do I Need to Submit With My Petition?

Petitions for reinstatement require the petition form itself, a letter from you explaining why you believe you should be reinstated at this time, supporting documentation, and a self-addressed stamped envelope.

Your letter should address the following points:

1. **The Past:** Explain how you got into academic difficulty to begin with, what circumstances caused you to struggle academically.
2. **The Present:** Describe what you been doing since your suspension, taking courses, working, healing, etc.
3. **The Future:** Present an academic plan. An academic plan may clarify a potential major or change of major, outline a specific course load for a given semester(s) or project a graduation date. Submitting an academic plan can help the University to understand that you are serious about completing your degree and that you have put a reasonable amount of thought into how you're planning to do so.

You should also include supporting documentation to help your case. Supporting documentation can include a number of different kinds of materials, depending on your circumstances. The following is a list of potential supporting documents:

1. Academic documentation; i.e. copies of official transcripts or explanatory letters from academic departments or instructors
2. Medical documentation; i.e. a doctor's note, hospital records, letter from a mental health counselor/therapist
3. Legal documentation; i.e. accident report, legal summons, court documentation, obituary or death notice, police report
4. Financial documentation; i.e. student loan or financial aid information, pay stubs, documentation of financial hardship
5. Letters of support; i.e. from employers or instructors

Petitions should be filled out neatly and completely. Letters accompanying petitions should be organized, succinct, and free of spelling, grammatical and typographical errors. Be sure to keep copies of all documents you submit for your own records.

I've Been Reinstated; Now What Do I Do?

Congratulations! Now that you have been reinstated, it's extremely important to make an appointment to see an academic advisor. Depending on where you are with your degree progress, you may need to see a general academic advisor (about DECS, course registration, etc.) and/or a faculty advisor from your major department. Starting off your first semester of reinstatement with an appropriate schedule is the first step to achieving your goals and recovering from a poor academic performance.

Once you are academically reinstated, you are given two semesters in which to bring your cumulative GPA up to a 2.0 or higher. You will be required to meet with an academic advisor at least once during each of your semesters of reinstatement. At the end of the second semester, if your cumulative GPA is at 2.0 or higher, you will be considered in good academic standing; if not, you will be academically dismissed from the University.

Academic Action Plan Worksheet

Complete the worksheet to include with the academic reinstatement petition.

Name _____ SB ID _____

1. Select one:

A. I shall keep my current major because: or B. I shall change my major because:

2. I have met with a general academic advisor to review the degree progress report.
I need to complete the following:

Skills _____

DECs _____

Upper Division Credits _____ of 39 credits

Grade Point Average is _____ based on 2.0

Cumulative credits _____ of 120 minimum /127 for Journalism majors

3. Based on my conversation with an advisor, my proposed course schedule for next semester will be: (16 credits maximum)

4. To improve my academic work by the end of the semester, I shall:

Additional information: