**Adopted MPA student handbook changes (6/7/2015)**

1) Add Section: **Administrative/Faculty Action**: Flow chart of administrative/faculty action progressions and associated student options for academic or behavioral matters:

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| **Student Action**  (including, but not limited to) | **Administrative/Faculty Action** | **Student Options** |
| Not meeting course expectations. | Academic Warning (may be issued at any time prior to week 10 of quarter.) | a) Meet with faculty for advising session and establish contract for improvement.  b) Drop the course.  c) Petition for release of credit from transcript. |
| a) Required work for class meeting not complete  b) Absences  c) Being disruptive | Dismissed from class meeting or entire course | a) Drop the course  b) Petition for release of credit from transcript. |
| Failed to meet multiple course requirements. | Loss of credit (\*electives only\*) | [No appeal](http://evergreen.edu/mpa/studenthandbook/academicappeals.htm) |
| Failed to meet majority of course requirements. | No credit | [No appeal](http://evergreen.edu/mpa/studenthandbook/academicappeals.htm) |
| Unsatisfactory Academic Progress in more than one quarter. | Academic Probation | [No appeal](http://evergreen.edu/mpa/studenthandbook/academicappeals.htm) |
| a) Unsatisfactory Academic progress in more than two quarters.  b) Disruptive behavior in more than two classes. | Required Leave of Absence | a) Appeal within 20 calendar days from date of notification letter. |
| Student decides to permanently leave program | Withdraw | a) Student may voluntarily withdraw from MPA program. |
| Student decides to temporarily leave program | Leave of Absence | a) Student may request up to a one year leave of absence. |
| a) Plagiarism  b) Failure to meet requirements of academic probation or required leave of absence.  c) Pattern of disruptive behavior. | Dismissed from MPA program | a) Appeal within 20 calendar days from date of notification letter. |

2) Add section: **Academic Standing & Satisfactory Academic Progress**:

*Policy*: The academic standing of each Evergreen student is carefully monitored to ensure the full development of their academic potential.Any student not making satisfactory academic progress, is informed of their standing in the College and is advised accordingly. Satisfactory Academic Progress is defined as: receipt of all credits attempted each quarter. Also see the [Graduate Satisfactory Academic policy](http://evergreen.edu/financialaid/sappolicy-graduate) for Financial Aid.

*Procedure*: Evaluation by faculty of student achievement formally occurs at the conclusion of individual learning contracts, internships, and courses. Any student in danger of receiving less than full credit will be notified in writing by faculty prior to week 10 of the quarter.A student making unsatisfactory academic progress (Ex. receiving no credit for core or more than one incomplete in any course) may receive **Academic Probation** and may be issued a **Required** **Leave of Absence**.

3) Add section: **Required Leave of Absence**:

*Policy:* Students may be required to take a leave of absence from the MPA program for up to one year in the event of academic or behavioral issues.

*Procedure*: Students may return to the MPA program as outlined in the required leave of absence letter sent to their TESC e-mail account from the MPA Director (academic issues) or as outlined in the required leave of absence letter from the campus Conduct Officer (behavioral issues). Student has 20 calendar days from date of letter to appeal to one of the following campus entities in writing:

* For behavioral matters, the student may appeal to the [Student Conduct Appeals Board](http://www.evergreen.edu/studentaffairs/rightsandresponsibilities.htm). Contact: Conduct Officer.
* For academic matters, the student may appeal to Academic Deans.
* For satisfactory academic progress issues and financial aid is impacted, the student may appeal to the Academic Deans and/or the [Satisfactory Academic Progress (SAP) Petition Review Committee](http://www.evergreen.edu/financialaid/sap-resolution.htm) . Contact: Associate Director of Financial Aid.

A student returning from a Required Leave of Absence will re-enter on Academic Warning and will be expected to make satisfactory progress toward a graduate degree. Failure to earn at least three-fourths credit at the first evaluation period shall result in dismissal from the College.

4) Add section: **Petition for Release**: Students may petition for release (in extreme situations, must provide documentation) regarding the [resolution of a satisfactory academic progress problem](http://www.evergreen.edu/financialaid/sap-resolution.htm). This petition goes to the Satisfactory Academic Progress (SAP) Petition Review Committee. Students may receive a tuition refund and/or the course may be taken off their transcript.

5) Add section: **Dismissing student from a class** **meeting** **or entire course**: Students may be dismissed per faculty discretion for a class meeting or for the entire course for the following reasons (including but not limited to): lack of attendance, disruptive behavior, attending class under the influence of alcohol or drugs. If student is issued notice from faculty that no credit (NCR) will be issued and the quarter has not ended, faculty may dismiss the student from class. If the student fails to comply with the faculty request to leave the class, this will fall under the campus purview of “failure to comply with a college official” and campus Police Services or the campus Conduct Officer may be contacted.

6) Add section: **Dismissal from the MPA Program:**

*Policy*: All graduate students are expected to perform at a high academic level and to support and contribute to a well-functioning MPA classroom learning community. If these expectations are not met, students are subject to dismissal from the MPA program as follows:

* Students will be dismissed from the program for receiving a "No Credit" (NCR) or incomplete for any two quarters of Core course work. The courses for which the NCRs were received may be sequential or non-sequential. This includes the repetition of any Core course. Students will also be dismissed from the program for failing to register for credit following the end of a leave of absence.
* In collaboration with faculty required leave of absence or academic probation may occur first.
* Behavior that disrupts the learning community may be grounds for disciplinary action, **up to and including dismissal from the MPA program**.
* Students may be dismissed from the program under other serious circumstances, such as plagiarism, violations of the Student Contract, or the Student Conduct Code.

*\*Delete*: *Under extraordinary circumstances following dismissal,* ***students may be reinstated,*** *at the discretion of the MPA Director. If reinstatement is approved, the student must follow the procedure described under the “Leave of Absence” section for “Reactivation of Active Student Status following a Leave of Absence”.\* \*\*\*****Note****: this same language also needs to be deleted from the following handbook sections: “Academic Standing”, “Academic Probation”, “Leave of Absence”, “Withdrawing”, and “Reactivation of Active Student Status”.\**

*Procedure*: MPA Director issues a letter to the student via their TESC e-mail account stating they are dismissed from the MPA program and outlining the basis for that decision. Student then has 20 calendar days from date of dismissal letter to appeal to one of the following campus entities in writing:

* If student is dismissed for behavioral matters, the student may appeal to the [Student Conduct Appeals Board](http://www.evergreen.edu/studentaffairs/rightsandresponsibilities.htm). Contact: Conduct Officer.
* If student is dismissed for academic matters, the student may appeal to Academic Deans.
* If student is dismissed for satisfactory academic progress issues and financial aid is impacted, the student may appeal to the [Satisfactory Academic Progress (SAP) Petition Review Committee](http://www.evergreen.edu/financialaid/sap-resolution.htm). Contact: Associate Director of Financial Aid.

A student who is dismissed from the MPA program will not be allowed to register for any MPA course at the college during any subsequent quarter.

(Administrative Note for us: Registrar needs to add “D” to student transcript if they have been dismissed. We need to have an agreed upon “code” in Banner so we all understand what the notes mean.)