

Appendix C

Drop Policies at Illinois	
College of Agricultural, Consumer, and Environmental Sciences	
1. What is your current drop notification process?	ACES notifies students about their academic standing, including drop status via secure message delivery (in UGradRecs) by no later than the Friday after Grades Roll for a semester.
2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?	The drop notification date is really set by campus and is always no later than the Friday after Grades Roll for a semester, including summer.
3. What feedback, if any, from students have you received about your drop status notification process?	The biggest issue is that some students do not check their email, so do not receive the secure message delivery message. Secure Message Delivery keeps emailing the student, and is the most secure and best way we have in notifying students. It tracks that they have opened the email and acknowledged it.
4. Does your college “tentatively” drop students before finalizing?	We do not “tentatively” drop students, but what this might be referring to is the use of the 17 code in banner to identify to the college students that must be reviewed after grade roll. In the sub-committee I am a part of in the Student Success initiative, we are recommending that a new code be used to identify these students and “pending” for review. Students that banner puts to 17 drop are always reviewed and can be moved back to probation. So, the 17 code used by banner is not a good system.
4-1. If so, does your college use code Drop-17 for both tentative and final drops?	We use 17 drop for all drop students. Again, we don’t have “tentative” drops. All our students can appeal their drop status
4-2. When are students notified of their drop status? (tentative and final, if applicable)	Answered in the first bullet.
College of Media	
1. What is your current drop notification process?	We send an email to students notifying them of their drop status. We have tried using Secure Message Delivery in the past but ran into an issue that the messages weren’t actually sent to the students.

<p>2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?</p>	<p>We send on Friday, one week after grades were available for students to view. For fall 2019 it was January 10. For spring 2020 it will be May 29.</p>
<p>3. What feedback, if any, from students have you received about your drop status notification process?</p>	<p>We have not received any feedback about the process. The only feedback we receive is when I receive an appeal.</p>
<p>4. Does your college “tentatively” drop students before finalizing?</p>	<p>Students are automatically assigned an academic status in Banner. We review all students that are automatically placed on probation or drop status to see if it is warranted. We make changes to some and sometimes we leave the status as it was assigned.</p>
<p>4-1. If so, does your college use code Drop-17 for both tentative and final drops?</p>	<p>I think students are assigned Drop 17 status automatically by Banner. We use Drop 17 for students after they have been reviewed during grade audit.</p>
<p>4-2. When are students notified of their drop status? (tentative and final, if applicable)</p>	<p>Students are notified of the drop status one week after grades are posted. If they appeal, we have a final decision on the appeal within 2 days of submission of the appeal. That allows students to register for classes if necessary or us to cancel their classes so they aren’t charged.</p>
<p>College of Business</p>	
<p>1. What is your current drop notification process?</p>	<p>The Gies College of Business currently receives the Drop/Probation list from the Office of the Registrar the business day after grades roll (Typically, a Monday). We have a committee that reviews all students on the list individually and then we meet as a group to make a collective decision. Students are notified by the college two business days after we receive the list from the Office of the Registrar (Typically, a Wednesday) of our decision through a secured message sent through UG records. In this message if they are being dropped there is clear language and deadlines on how to appeal the decision.</p>
<p>2. How do you determine drop notification date (and could you provide AY</p>	<p>We are provided specific dates from the Office of the Registrar on when they need the drop/probation list finalized. At Gies we work within those confines to accommodate their request. That being said for AY 19-20 thus far our timeline in the fall semester was as follows: 1/3 Grades Roll, 1/6 Receive Drop/Probation List and begin individual committee review, 1/7 Complete</p>

19-20 dates, if possible)?	individual committee review, 1/8 committee review & notifications sent, 1/14 Drop appeals due, 1/17 Drop appeal decision sent to students, student statuses updated in Banner, and Office of Registrar notified of updates.
3. What feedback, if any, from students have you received about your drop status notification process?	I have not received any feedback personally from students on the drop status notification process. Because students receive the message through the secured delivery system in undergraduate records, we can see that they have received it, opened it, clicked on links, and it does request them to acknowledge receipt of the letter.
4. Does your college “tentatively” drop students before finalizing?	Yes, technically, because the Office of the Registrar pulls a list “dropping” some students and then review and un-drop them that could be considered “tentatively” dropped. But we also “tentatively” drop students and then offer them the opportunity to appeal the decision. However, if students do not appeal, their “tentative” drop becomes a final drop.
4-1. If so, does your college use code Drop-17 for both tentative and final drops?	Yes, we use Drop -17 for both the tentative and final drop.
4-2. When are students notified of their drop status? (tentative and final, if applicable)	Students are notified of their tentative drop three business days after final grades roll and then they are notified of their final drop, if they appealed, a week and a half later.

College of Engineering

1. What is your current drop notification process?	Drop and final drop letters are sent electronically via Secure Message Delivery (SMD). Domestic students who are dropped also receive a letter by mail to permanent address.
2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?	The committee review is held for the Spring semester on the Wednesday and Thursday after final grades post, and for the Fall semester on the Wednesday and Thursday after New Year Day Drop and final drop letters are scheduled for delivery on the Friday following the committee review (FA19 notification was sent 1/10/2020)
3. What feedback, if any, from students have you received about your drop	Students contact us to appeal decisions but I don't think we have gotten feedback about the process

status notification process?	
4. Does your college “tentatively” drop students before finalizing?	Students coded as drop in banner get a message from us via secure message delivery inviting them to submit a narrative of information about what went wrong. We let them know this information is to help the committee to determine what is in their best interest and is not guaranteed to change the final decision. We just started doing this about a year ago and is very helpful. We learn a lot about students challenges and they appreciate the space to have a voice. We use webtools to collect this information.
4-1. If so, does your college use code Drop-17 for both tentative and final drops?	Students are placed on 17 are a first drop & 18 are final drop code
4-2. When are students notified of their drop status? (tentative and final, if applicable)	Drop and final drop letters are scheduled for delivery on the Friday following the committee review
College of Education	
1. What is your current drop notification process?	The Registrar assigns all students an end of term academic standing and then sends the college a report of the EDUC students who have been assigned less than good standing. I determine these students’ final academic standing, update the report accordingly and send to the Registrar’s Office by the deadline. The college then sends an email sent via Secure Mail Delivery (SMD) that notifies the student they have been dropped and to reach out to their academic adviser if they have questions/concerns. In the spring we include information in our email about the OMSA I-Persist program.
2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?	Typically academic standing is due for final update on a Friday and we send our drop notice emails via SMD on the immediate Monday.
3. What feedback, if any, from students have you received about your drop status notification process?	I am not sure we have received feedback on the process from the students. I know none of them like to receive the notice. It is important to note that we give students every opportunity before they are dropped. It is truly a last resort in most instances. The students often do reach out to their adviser or to me about what they can do to be allowed to return – though they should know this was their last chance as most have been on probation for more than the past one semester.

4. Does your college “tentatively” drop students before finalizing?	I am not sure what this means as I have not heard of a ‘tentative drop’? Do you mean the initial drop status that is put on by the registrar?
4-1. If so, does your college use code Drop-17 for both tentative and final drops?	We use Drop-17 for final drops.
4-2. When are students notified of their drop status? (tentative and final, if applicable)	The Monday after the Friday Academic Standing is due to the Registrar.
College of Liberal Arts and Sciences	
1. What is your current drop notification process?	We notify students of their official academic standing shortly after 5:00 PM Friday of the respective grade audit week (week after grade roll in Fall, Spring, and Summer)
2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?	It’s the same day if not the same date every semester/term/year: the Friday of grade audit week and that is a campus deadline, not ours
3. What feedback, if any, from students have you received about your drop status notification process?	Why does this matter? It has to happen and it really doesn’t matter if students like it, as it’s ultimately a necessary evil and subsequent appeal deadlines leave little room for changing anything in significant fashion; every year, especially after the Fall semester, a student or students tell us they did not receive the message, and we mostly can prove that’s not true because we use Secure Message Delivery via UGR. Once in a blue moon, there may be genuine connectivity problems, and we do our best to accommodate such problems, usually by allowing late appeals. But even then, these aren’t complaints or other forms of feedback about the notification process itself.
4. Does your college “tentatively” drop students before finalizing?	The colleges don’t do this – BANNER does based on the term GPA and their current probation status – this is part of what we do during grade audit week: review and revise system-based academic standing
4-1. If so, does your college use code Drop-17 for both	Again, we do not have a tentative status, the system does; we confirm or assign 17 to indicate said status is appealable. Drop 18 indicates said status is NOT appealable

tentative and final drops?	
4-2. When are students notified of their drop status? (tentative and final, if applicable)	they are not notified of their provisional status, although it is visible in their unofficial academic history; I have already answered the final status notification timing question
College of Applied Health Sciences	
1. What is your current drop notification process?	Our current process is that we send a letter electronically using the secure message delivery system AND we sent a paper letter to the student's permanent mailing address. Both letters contain the same information.
2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?	Our official date is the university's date for final academic standing (which is typically a Friday by 5:00pm date and time). However, we usually have drop notification letters sent the Wednesday prior to that Friday so that students have more time to write a drop appeal if they wish. We try to stay ahead as much as possible so that dropped students can try and get signed up for their local community college classes or Parkland, which don't always align with our dates. This is especially important for fall to spring semesters.
3. What feedback, if any, from students have you received about your drop status notification process?	Occasionally, we have dropped students that don't bother to check their email and/or their permanent mailing address isn't updated so they come in panicked because they never "received" it. To be honest, when that happens, I am more resolved that they should take classes elsewhere for a semester because they really don't have it together. I've also gotten questions about what's required for re-entry so I have modified the letter language over time to make it more clear and now I rarely get questions about it. Whenever students reach out, we are encouraging and do express that we want them to come back.
4. Does your college "tentatively" drop students before finalizing?	We just don't change the automatic codes that Banner assigns. So whatever the default is remains until we complete our review and make any updates. Once we update it, we send official drop and probation notifications. (drop = secure message delivery and paper letter; probation = secure message delivery only)
4-1. If so, does your college use code Drop-17 for both tentative and final drops?	Yes. We're happy to use a different system if needed. I just follow what was done previously in our college.
4-2. When are students notified of their drop status? (tentative and final, if applicable)	See above.

Division of General Studies

<p>1. What is your current drop notification process?</p>	<p>Students who are dropped are notified through a secure email message through UGrad Recs.</p>
<p>2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?</p>	<p>This is all based on the academic calendar. I'll attach a sheet I share with our advisors and campus colleagues about timing and such from this past review. It's all based on when grades are due, when initial standing is posted by the Registrar's Office and when we can finish grade review.</p> <ul style="list-style-type: none"> • Friday, January 3, 2020 – Deadline for faculty to submit final grades in Banner. • Saturday, January 4 - Final grades posted in Banner for students. • Saturday, January 4 - Default academic status assigned in Banner. Students have been informed via email from DGS that this is not their final academic status. • Monday, January 6 – Kris Blazek, DGS Records Office, puts together all details for grade audit into a spreadsheet for review. • Tuesday, January 7 – Thursday, January 9 – Records are reviewed individually for students eligible for probation and drop by the Director, Associate Director, and Assistant Directors. • Friday, January 10 – Students' academic standing finalized in Banner; students are notified through secure messaging of their academic standing. Students in PREP will be notified of their standing. • Wednesday, January 15 at Noon (CST) – Deadline for students to submit an appeal of their drop status (which must include a petition for retroactive drop or withdrawal) that will impact their ability to return for Spring 2020. Appeals and petitions submitted after this deadline will be considered for Fall 2020 standing. • Wednesday, January 15 at Noon (CST) – Deadline for students in PREP to submit an appeal (which must include a petition for retroactive drop) of their removal from the Pre-Engineering Program for Spring 2020. After this deadline, students who were removed from PREP will have to apply in May for Fall admission. • Thursday, January 16 – All appeals and petitions will be reviewed, and students will be notified at the end of the day of their current academic status. • Friday, January 17 – Students who have been dropped will be removed from all Spring 2020 courses. • Monday, January 20 – MLK Holiday. • Tuesday, January 21 – Start of Spring 2020 semester.
<p>3. What feedback, if any, from students have you received about your drop</p>	<p>We haven't asked them for feedback, however they are responsible for making sure they read their email messages. There are always some students that indicate they don't read them and that they never knew they were dropped. The most challenging thing about the drop status notification is that there is an initial academic standing posted by Banner through the Registrar's</p>

status notification process?	Office that isn't a student's final academic standing. This is extremely confusing for students and should not work this way. There should only be one final academic standing posted to avoid confusion. Every semester this is extremely confusing for students.
4. Does your college "tentatively" drop students before finalizing?	The campus, through Banner, puts a tentative academic standing on students. None of the colleges do this. Students' academic standing is finalized after each college reviews grades through grade audit. Students are notified of their final standing from each of the colleges after grade audit is complete, shortly after final grades have been posted in
4-1. If so, does your college use code Drop-17 for both tentative and final drops?	Banner. Unfortunately, Banner lists a preliminary academic standing immediately once grades are posted. It would eliminate much confusion if this did not happen and the only academic standing students saw was the final standing determined by their colleges.
4-2. When are students notified of their drop status? (tentative and final, if applicable)	
College of Fine + Applied Arts	
1. What is your current drop notification process?	We notify students of drop status the day following the university's date for final academic standing is posted. This notification is sent through Secure Message Delivery. Students who are dropped are typically provided one week to submit an Appeal form to the FAA Academic Affairs office. If we do not approve an appeal, we will drop classes for the subsequent semester in the next 2 days. All of this information is stated in their notification letter.
2. How do you determine drop notification date (and could you provide AY 19-20 dates, if possible)?	We determine this date based on university's date for final academic standing.
3. What feedback, if any, from students have you received about your drop status notification process?	In the last 2 years, we've had 2 students indicate that they did not receive this email. This email automatically goes out daily until they acknowledge. Unfortunately, I think some students avoid looking at their email to escape the realities of their academic performance. Students may have experienced some confusion with our Appeal form in the past.
4. Does your college "tentatively" drop students before finalizing?	No, we don't make any updates until final decisions have been made.

4-1. If so, does your college use code Drop-17 for both tentative and final drops?	Yes, we only use 17 for drop purposes.
4-2. When are students notified of their drop status? (tentative and final, if applicable)	We notify students of drop status the day following the university's date for final academic standing. This notification is sent through Secure Message Delivery.