Dept of Architecture Warning Letter Policies, Graduate Students

(Undergraduate Students are reviewed under the CAP guidelines and procedures)

Flags for review or Warning letters are typically issued at the end of each term, on an as-needed basis for students who are struggling to meet expectations. Failure to meet expectations may be one of the following:

* Receiving two C grades in the first term\*
* Receiving a C+ or lower grade in studio
* Term GPA dropping below 3.5\*
* Cumulative GPA dropping below 4.0 (department minimum standard for Good Academic Standing)
* Failure to complete minimum number of units that term needed to complete program in expected time to degree (7 terms for MArch, 4 terms for SMArchS/SMACT/SMBT, 10 terms for PhD)\*
* Failure to complete required coursework in necessary sequence for degree program
* Failure to progress through PhD milestones or make satisfactory progress through dissertation terms\*
* Failure to make progress on past warning letter metrics and timeline\*

Depending on the issue, a follow up meeting with the student and their advisor may be all that is required to help direct the student’s academic trajectory for the next term in a more positive direction. However, for most issues, a warning letter will be required, and those items above marked with an asterisk will automatically generate a warning.

Warning letters should contain the following components:

* The letter’s purpose as warning and who is issuing it (first letter should come from the program director)
* Description of why the student is receiving the letter (low subject grade, U grade (thesis), missed milestone, low GPA, etc.)
* Details of the unsatisfactory academic performance
* Description of what the student is being asked to do to improve academic performance (get an B+ grade in next studio course, bring GPA up to X.X, complete milestone ABC during the semester, etc.)
	+ Describe clear expectations and milestones
	+ Is the schedule of deliverables realistic for the student?
* Statement of what will happen if they do not improve academic performance (another warning letter may be issued, OVC letter may be issued that includes conditions for continued registration)
	+ This part cannot be left out of the letter. In order to progress to an OVC letter, this must be clear (what the ramifications are should the expectations not be met within the set timeframe).

Warning letters should still have a positive and supportive tone. Start with something positive and highlight or acknowledge anything appropriate that the student has accomplished to help foster a sense of belonging.

Warning letters should direct students to support resources available to them to help them succeed in the expectations set before them: OGE & Grad Support, their academic advisor, DEB Officer, and Tessa & Kateri as Grad Administrators.

Students are allowed one full term to respond to and meet the expectations laid out in the warning letter (summer term can count but not IAP). If at the end of the term those expectations are still not met, a second departmental warning letter may be issued with the notice that if expectations are not met, then an OVC letter may be issued next. Depending on the severity of academic issue for the initial departmental warning letter, the next letter may escalate to an OVC warning letter, if matters warrant it.

Proceeding to an OVC Letter

Should an OVC letter be needed, typically two departmental warning letters must have been issued at least one term apart from each other. The second letter must have included notice that an OVC letter may be issued next, which will include conditions required for continued registration. However, if the initial academic performance issue is severe enough, only one departmental letter may be needed before escalating to an OVC letter.

Only OVC letters may deny future registration to students, should the conditions set forth in the letter not be met by the expected deadline.

OVC letters are issued at the end of term through a process initiated at the Graduate Academic Performance Group meeting (GAPG).

Process of Escalation:

1. Departmental Letter, possibly two
2. OVC Warning
3. OVC Denial

Please work closely with Tessa and Kateri on any and all warning letters to be issued to students to ensure that all elements are met and that adequate support measures are in place for the student to succeed.