



# Office of Student Records News

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## Academic Actions Policy Revised

Academic Action Policy changes have been implemented beginning with the 2019-2020 Undergraduate Catalog.



This policy defines the criteria for when students are placed on academic probation, suspended or dismissed from the University. Degree-seeking students who fail to meet the minimum academic standards for satisfactory progress toward their degree, both in a single semester and overall, are subject to an academic action.

The most significant change in the new policy is that the review for academic action now occurs at the end of both the fall and spring semesters, whereas before, full review was previously done only at the end of the academic year following the spring term. The new criteria for probation, suspension and dismissal is available in the Undergraduate Catalog in the Academic Standing section

Because of the academic action review at the end of the fall term, it is imperative that faculty adhere to the grades submission deadline so accurate academic assessments can be performed within the short time frame between the fall and spring terms. All Grades for the Fall 2019 term are due on December 27.

## Advising Tools

The enrollment period for the Spring 2020 term has started and over the coming weeks, students will be working with advisors to craft their next semester's class schedule. There are some tools available to students and advisors to help simplify this process.

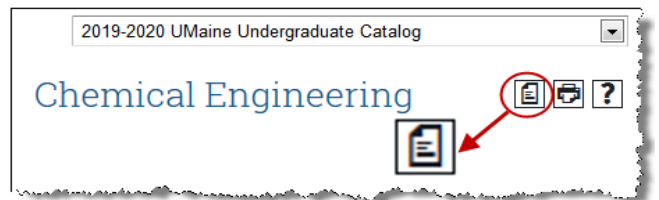


**Degree Progress Report:** Designed to help students and advisors plan course selection each semester and keep track of the fulfillment of degree requirements. Available in MaineStreet to students in their Student Center, and to advisors in their Advisor Center.

**What-if Report:** Similar to the Degree Progress Report, but it incorporates user-selected scenarios to generate an unofficial report to show degree progress if a student were to change a major, minor, concentration, catalog year, etc. Available in MaineStreet to students in their Student Center (from the "...other academics" drop down list), and to advisors via the Request Advisement Report tile.

**Planner:** Assists students with planning for enrollment in future classes. The Planner is built by the student and consists of a list of the courses that will be taken during their academic career toward earning their degree. The courses can be organized by term simplifying the process of selecting sections for enrollment. Available in MaineStreet to students in their Student Center, and viewable to advisors in their Advisor Center.

**Degree Planner in the Undergraduate Catalog:** Similar to many of the worksheets that each academic department uses for tracking degree requirements. Incorporates all program and course information contained in the catalog for the degree including the suggested course sequence by semester, course credits and title, and an area to enter grades and Gen Ed information. To see the Degree Planner, select the icon that looks like a printed page located to the right of the heading for the major.



Additional information on accessing and using the Degree Progress Report, What-if Report and Planner is available on the Office of Student Records' website under the "Academics" tab. A link to the Undergraduate Catalog is also available from the website, or go to [catalog.maine.edu](http://catalog.maine.edu).



## FERPA Violation - Lesson Learned

A student reported that an instructor had left graded papers in a stack for students to sift through and locate their document. Upon investigation, it was determined that the instructor was a teaching assistant who apparently was unaware of basic FERPA guidelines. All employees are required to comply with FERPA, including teaching assistants. Academic Departments must insure that all staff with access to student data know the proper handling of student information.

## November

- November 11 - Veteran's Day, no classes.
- November 15 - Spring final exam proof due.  
- Last day to withdraw from a class and receive W grade. Withdrawn classes after this date will receive failing grade.
- November 22 - Fall 2020 course combinations due from departments.
- November 26 - Not enrolled eligible students listing sent to colleges.
- November 27 - Thanksgiving recess begins.

## December

- December 2 - Classes Resume.  
- Open enrollment for Spring 2020 begins.
- December 3 - Schedule of Classes information for Fall 2020 available in DCU for editing.
- December 6 - Summer 2019 Incomplete grade lapse notifications sent to colleges & students (will lapse January 8).  
- Classes end.
- December 13 - Classes end.
- December 16 - Final Exams begin.
- December 20 - Final Exams end.  
- December Graduation.
- December 27 - Winter Session Begins.  
- All final grades for Fall 2019 due.
- December 30 - Distribute academic action information and past due grades lists to colleges.

## January

- January 6 - Summer University Schedule of Classes viewable.
- January 8 - Summer incomplete grades lapse to "F" grades.
- January 10 - DCU closes for Fall 2020 Schedule of Classes.
- January 15 - Message to potential May, August, and December 2020 graduates.
- January 16 - Winter Session ends.
- January 21 - Spring 2020 classes begin.
- January 23 - Winter Session grades due.
- January 24 - Fall 2019 academic awards generated, college standings.
- January 27 - Last day to add classes.



Readers are encouraged to submit information or ask questions by contacting Linda Reid at 581-1318 or send email to [linda@maine.edu](mailto:linda@maine.edu)

visit us online at [studentrecords.umaine.edu](http://studentrecords.umaine.edu)

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