### PLAN

<table>
<thead>
<tr>
<th>Active Cycle (academic year):</th>
<th>2012-13</th>
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<tbody>
<tr>
<td>Area (Department/Program):</td>
<td>Graduation and Records</td>
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<tr>
<td>Person Responsible:</td>
<td>Edwin Sánchez</td>
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#### 1. Goal
Principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting LifeMap)

Revamp the Academic Suspension process to improve communication and deletion of student schedules that have been placed on academic suspension.

#### 2. Objectives
What will be accomplished and measured

Automate the Academic Suspension process so that the population identified at the end of the term when final grades run the process can delete the student’s schedule and send out communication and create entry in BANNER when information is communicated to student.

#### 3. Measures and Findings
How specifically measures will be conducted. How will we know the objective has been achieved?

The measure will be achieved with the development of the BANNER processes that will delete the student’s schedule, send communication to the student and create an entry in BANNER for staff providing services to students to see what was done with the student’s schedule resulting from the Academic Suspension process.

#### 4. Action Plan
What is the implementation plan?

Will develop a process(es) that will delete student’s registration, enter a comment in SPACMNT, and entry in SUAMAIL and send out an email information students that they’ve been Academically Suspended and their schedule has been deleted for the upcoming term. This process will make classes available for students quicker (currently a manual process for over 200 + students every term.)

#### 5. Achievement Summary/Analysis
What was learned from the assessment results? What changes will you make in your initiative for the year to come?

The process of suspending student programmatically has been completed. For the Spring term there were 201 identified as suspended out of the 201 the system programmatically dropped 25 students. All students received SPACMNT entries and notification sent to the student notifying of dropped courses and of the suspended status.

#### 6. General Education Learning Outcome

The process requires that Student Deans review the list of students and remove students who have been working with them to avoid suspending them. Upon completion of this review, the process can be run and communication as well as the deletion of schedules can take place. The process can be run 24 hours after the Deans have completed their review.

#### 7. Strategic Plan Outcome

An automated communication plan has been developed to communicate with students on Academic Suspension that will expedite the deletion of schedules and open up seats for other students to select from.