

13.10.99

Academic Probation and Suspension

Approved April 2009

Revised July 2010

The purpose of Academic Probation and Suspension is to identify, warn, and provide assistance to students who are not making satisfactory academic progress. The intent of the procedure is to assist these students with academic intervention and support at the earliest time possible.

The procedure has four levels – academic warning, academic probation, academic suspension and academic dismissal. The semester grade point average (GPA) at the end of every fall, spring, and combined summer semester determines the academic status for the student. A semester GPA of less than 2.0 will result in academic warning, probation, or suspension depending on the student's status at the beginning of that semester.

1.0 Definitions

- 1.1 Semester: fall, spring, or summer (The “Summer Semester” is inclusive of May Intersession, Summer I, and Summer II. The academic term from May through August is counted as “one semester.”).
- 1.2 Cumulative GPA: Grade point average for all courses in which the student received a grade at WTAMU.
- 1.3 Semester GPA: Grade point average for all courses in which the student received a grade during the identified semester.
- 1.4 Academic Warning: issued to students who do not meet regular admission requirements yet fulfill minimum requirements; or for students whose Cumulative GPA is 2.0 or above, but the student's Semester GPA is below 2.0 or the student fails to successfully complete seventy-five percent (75%) of the courses in which they officially enrolled during that semester.
- 1.5 Academic Probation: issued when a student's Cumulative GPA is less than 2.0.
- 1.6 Academic Suspension: issued when a student does not earn a Semester GPA of 2.0 or above while on Academic Probation.
- 1.7 Reinstatement: when a student is returned to Academic Probation following Academic Suspension.
- 1.8 Academic Dismissal: issued when a student has served two suspensions and does not fulfill the conditions for reinstatement following the second suspension and reinstatement.

2.0 Procedure/Procedure

- 2.1 Continued enrollment in an undergraduate program at West Texas A&M University is dependent upon a student maintaining satisfactory academic progress toward attaining a degree.
- 2.2 To assist students in maintaining satisfactory progress, West Texas A&M University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty, and to

provide timely intervention through academic advising and academic support programs.

2.3 Delineation of Levels of Academic Probation and Suspension

2.3.1 Academic Warning (see definition in 1.4): Academic Warning is the least severe of the levels in Academic Probation and Suspension and does not appear on a student's official academic record. Academic Warning serves as an opportunity to address any academic difficulties with the goal of preventing a student from being placed on Academic Probation.

2.3.1.1 Students must meet with an advisor prior to the start of the semester following inadequate performance to develop a remediation plan and determine any necessary referrals to campus resources.

2.3.1.1.1 Students who have earned 60 or more hours must meet with their academic advisor.

2.3.1.1.2 Students who have earned less than 60 hours must meet with the appropriate Office of Advising Services advisor.

2.3.1.2 At the end of a semester in which a student is on Academic Warning, the student will either

2.3.1.2.1 Be removed from warning status by earning at least a 2.0 Semester GPA and completing at least 75% of the courses in which they are officially enrolled, or

2.3.1.2.2 Continue on academic warning by earning less than a 2.0 Semester GPA or completing less than 75% of the courses in which they are officially enrolled but maintaining a Cumulative GPA of at least 2.0, or

2.3.1.2.3 Be placed on Academic Probation by earning less than a 2.0 Semester GPA and their Cumulative GPA falls below 2.0.

2.3.1.3 Students who have received three consecutive semesters of Academic Warning must consult with their College Dean or designee for individual consideration.

2.3.2 Academic Probation (see definition in 1.5): Academic Probation is an indication of serious academic difficulty that may ultimately lead to suspension from the University. Probation appears on the student's academic record.

2.3.2.1 Students will be placed on Academic Probation at the end of any semester when their Cumulative GPA falls below 2.0.

2.3.2.2 Students placed on Academic Probation are required to complete a Probation Contract and develop a Plan for Academic Improvement.

2.3.2.2.1 Students who have earned 60 or more hours must complete the Probation Contract and Plan for Academic Improvement with their academic advisor.

2.3.2.2.2 Students who have earned less than 60 hours must complete the Probation Contract and Plan for Academic Improvement with the appropriate Office of Advising Services advisor.

2.3.2.3 At the end of the semester on which a student is on Academic Probation, the student will either

2.3.2.3.1 Be removed from Academic Probation by earning a Cumulative GPA of 2.0 or above, or

2.3.2.3.2 Continue on Academic Probation by earning at least a 2.0 for their Semester GPA but their Cumulative GPA remains below 2.0, or

2.3.2.3.3 Be subject to Academic Suspension by failing to earn a Semester GPA of 2.0 or higher.

2.3.3 Academic Suspension (see definition in 1.6): Academic Suspension is an indicator of severe academic difficulty and appears on the students' academic record. Academic Suspension allows the student time to reassess academic and career goals and/or resolve other causes for continued academic failure.

2.3.3.1 Students on Academic Suspension may not take courses nor participate in any extracurricular/co-curricular activities.

2.3.3.1.1 Students suspended the first time may not enroll for two consecutive semesters.

2.3.3.1.2 Students suspended a second time (after one reinstatement) may not enroll for three consecutive semesters (one calendar year).

2.3.3.1.3 Students failing to meet the reinstatement requirements following the 2nd suspension will be dismissed.

2.3.4 Academic Dismissal (see definition in 1.8): following a second reinstatement after a second Academic Suspension, a student failing to fulfill the terms of his or her reinstatement contract will be dismissed.

2.3.4.1 Students dismissed by the university may only be reinstated under the university's Academic Fresh Start procedure.

3.0 Reinstatement

3.1 Reinstatement and/or Readmission after serving first Academic Suspension

3.1.1 Students serving a first Academic Suspension may seek reinstatement after a minimum of two semesters.

3.1.1.1 Applicants must submit a Reinstatement from Suspension form (available from the Office of the Registrar's website) no later than five business days prior to the University's first class day.

3.1.1.1.1 Students who have earned 60 or more hours must submit the form to the appropriate college dean.

3.1.1.1.2 Students who have earned less than 60 hours must submit the form to the Office of Advising Services.

3.1.1.2 Transcripts for any and all academic work completed at institutions other than West Texas A&M University while on suspension must be submitted following deadlines found on the Office of Registrar website.

3.1.2 Students reinstated will be on Academic Probation.

3.1.3 Students reinstated may be required to complete testing, advising, and/or counseling, as considered necessary by the Office of Advising Services and/or college dean (or their designee).

3.1.4 Students reinstated may be required to take additional coursework designed to facilitate success, as considered necessary by the Office of Advising Services and/or college dean (or their designee).

3.2 Reinstatement and/or Readmission after serving second Academic Suspension

3.2.1 Students serving a second Academic Suspension may seek reinstatement after a minimum of one calendar year.

3.2.2 All processes described in 3.1 shall be followed for students seeking reinstatement after serving the second Academic Suspension. In addition:

3.2.2.1 The applicant must write a formal letter of appeal, establishing reasons why the reinstatement should be granted. The letter of appeal must be typed and will only be considered if it meets customary standards for good composition.

3.2.2.2 The Provost/VPAA (or designee) shall convene the Academic Review Committee for purposes of reviewing the applicant's letter of appeal and advising the college dean or the Office of Advising Services.

3.2.2.3 In the event of reinstatement, the student shall be issued a contract specifying behaviors and actions to be completed by the student. Failure to fulfill the contract will result in dismissal.

4.0 Appeal of Academic Suspension

- 4.1 Reinstatement without serving suspension is rare. However mitigating circumstances may appropriately call for an appeal.
- 4.2 Students seeking appeal must submit an Appeal of Academic Suspension Form (form available through the Office of the Registrar website) and any supporting documentation.
 - 4.2.1 The appeal should be filed no later than five business days prior to the first class day of the semester of suspension, and will not be considered later than the first class day of the semester of suspension.
 - 4.2.2 The appeal will be heard by the Academic Review Committee.
 - 4.2.3 While the appeal is being heard and processed, the student will be considered suspended and may not enroll in classes or participate in extra curricular activities.
- 4.3 If the appeal is granted by the Academic Review Committee, the student will return to Academic Probation.

CONTACT FOR INTERPRETATION: Provost/Vice President for Academic Affairs

APPROVAL: 
President/CEO

July 14, 2010
Date