



Academic Probation Procedure

Students with a cumulative grade point average (GPA) below 2.0 are placed on Academic Probation at West Texas A&M University (WTAMU). As a probationary student, you will be required to complete the following process in order to continue attendance at WTAMU. All students placed on probation are required to be re-advised, then re-green lighted for future semesters in order to complete the conditions of probation and make required schedule changes. Failure to be re-advised may result in your future classes being deleted one week prior to the beginning of the next semester.

Please complete the following steps.

- ❑ Print a copy of the Probation Conditions and Plan for Improvement Form. This document can be found in the Undergraduate Probation/Suspension webpage <http://wtamu.edu/administration/registrar-probation-suspension.aspx>
- ❑ Log in to your Buff Advisor account and print:
 - Copy of your schedule for next semester(s), if enrolled
 - Copy of your Academic History Report
 - Copy of the Degree Checklist for the major you are planning to pursue, or degree plan if filed in the Dean's Office
- ❑ Contact your adviser to be re-advised and re-greenlighted. If between semesters, follow the directions in your probation letter from the Registrar's Office

Who is my adviser?

- Students who have earned less than 29 hours must meet with an Advising Services adviser. Contact Advising Services at 806.651.5300 to make an appointment
- Students who have earned 30 or more hours must meet with their academic adviser based on their major's advising model (see www.wtamu.edu/advising). If the academic adviser is not available, the student should meet with the appropriate department head. If both the faculty advisor and department head are not available, the student should meet with the appropriate associate dean or dean of the college.

Local students should come in-person to be re-advised. Out-of-town students should check with appropriate office to see if phone appointments are available. Please have all paperwork available for your appointment.