

Academic Probation Procedure
Fall 2009

Students with a 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 in attendance at WTAMU during the Fall 2009 semester. This also applies to summer. Both summer terms, whether courses are taken in one or both terms, are counted together as a semester, after which a student's academic standing is updated. Students placed on probation have had their green lighting flag removed, so although advisement and green lighting may have been completed previously, it must be repeated under new probationary status.

ALL PROBATIONARY STUDENTS MUST BE RE-ADVISED AND RE- GREEN LIGHTED. Your current schedule may have to be adjusted as a result of your probationary status. If you have not been re-green lighted, your schedule will be deleted the week prior to start of the semester.

Please complete the following steps.

- Print out a copy of the Probation Contract
<http://www.wtamu.edu/student-support/advising-forms.aspx>
- Log in to your Buff Advisor account and print out:
 - o Copy of your 2009 Summer I, Summer II and /or Fall class schedule (if you have previously registered for any of those semesters)
 - o Copy of your Academic History Report
 - o Copy of the degree checklist for the major you will pursue in the 2009 Summer I, Summer II and/or Fall semester(s)
- If you have earned fewer than 60 credit hours, call the STARR Center (806.651.5300) to make an appointment to be re-advised and re-green lighted.
- If you have earned 60 or more credit hours, call your departmental advisor in the major you will be pursuing during the upcoming summer or fall semester.

Local students will be seen in the STARR Center. Out of town students may make a phone appointment. Please have all of the above-mentioned paperwork available for all appointments.

Phone appointment procedures:

1. Front desk will communicate that student must have all pertinent paperwork available for the appointment; otherwise student can call back when ready.
2. Front desk will create a phone appointment message slip with student's name, Buff ID and phone number, which will be added to the phone appointment waiting list.
3. When student's turn arrives, Academic Advisor will call and go over Probation Contract with student and enter new (or revised) schedule as needed.
4. Student will complete and sign Probation Contract, including advisor's name; return to the STARR Center via scan/email or fax (806.651.5274).
5. Once advisor has received signed contract, green lighting will be completed.
6. Advisor will also sign Probation Contract and turn into Front Desk for processing.
7. Front desk will process Probation Contracts. Original will be sent to Registrar's Office and a copy kept in STARR Center.