



# 13.01.99—W1 Academic Probation and Suspension for Undergraduate Students

Approved August 18, 2021

Revised June 7, 2021

Next Scheduled Review June 7, 2026

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## Procedure Summary

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The Academic Probation and Suspension procedure intends to assist students with academic intervention and support at the earliest time possible by identifying, warning, and providing assistance to students who are not making satisfactory academic progress. 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 of the student. A semester GPA of less than 2.0 will result in an academic warning, probation, or suspension depending on the student's status at the beginning of the semester.

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## Procedure

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### 1. DEFINITIONS

- 1.1 Semester: fall, spring, or summer (The "Summer Semester" is inclusive of May Intercession, 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 West Texas A&M University (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 (WRN1, WRN2, WRN3): issued to students whose cumulative GPA is 2.0 or above, but the semester GPA is below 2.0 or the student fails to successfully complete seventy-five percent (75%) of the semester credit hours in which they officially enrolled.
- 1.5 Academic Probation (PROB): issued when a student's cumulative GPA is less than 2.0.
- 1.6 Continued Probation (CPRO): issued when a student was previously placed on probation and has not yet met the criteria to be removed from probation.
- 1.7 Academic Suspension (SUSP1, SUS2): issued when a student does not earn a semester GPA of 2.0 or above while on Academic Probation.
- 1.8 Reinstatement to Probation (RPRO): when a student is returned to Academic Probation following Academic Suspension.
- 1.9 Academic Dismissal (SUSP3): issued when a student has twice been placed on suspensions and does not fulfill the conditions for reinstatement following the second suspension and reinstatement.
- 1.10 Associate Dean of the student's college: the Associate/Assistant Dean of the College of the current major of the student.

## 2. PROCEDURE

- 2.1 Continued enrollment in an undergraduate program at WTAMU is dependent upon a student maintaining satisfactory academic progress toward attaining a degree.
- 2.2 To assist students in maintaining satisfactory progress, WTAMU had adopted academic standards designed to provide 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 Standing

- 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 each semester following inadequate performance to develop a plan and determine any necessary referrals to campus resources. Students must repeat this process every semester they are on Academic Warning.

2.3.1.1.1 Students who have earned less than 30 hours must meet with an Advising Services advisor.

2.3.1.1.2 Students who have earned 31 or more hours must meet with their departmental academic advisor. If the academic advisor is not available, the student should meet with the appropriate department head. If both the faculty advisory and department head are not available, the student should meet with the Associate Dean of their college.

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 (WRN2) by earning less than a 2.0 semester GPA or completing less than 75% of the semester credit hours 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.

2.3.1.2.4 A student remaining on Academic Warning must follow the procedures outlined in 2.3.1.1.

2.3.1.3 Students who have received three consecutive semesters of Academic Warning (WRN3) must consult with the Associate Dean of their college.

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 official 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 be re-advised (greenlighted) and complete a *Probation Conditions and Plan for Academic Improvement* form in Advising Services. Failure to comply may result in the deletion of future semester registrations.

2.3.2.2.1 All students must complete the *Probation Conditions and Plan for Academic Improvement* form online. The online document should be submitted at least five working days prior to the start of the semester.

2.3.2.2.2 After the *Probation Conditions and Plan for Academic Improvement* form has been received, students will be contacted by Advising Services to complete the process.

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 semester GPA but the 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 student's official 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 may not enroll for three consecutive semesters (one calendar year).

2.3.3.1.3 Students returning from a first or second suspension may not enroll in an intersession or summer session without approval from the Associate Dean of their college.

2.3.4 Academic Dismissal (see definition in 1.9): 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 by filing an appeal with the Academic Review Committee and receiving approval for reinstatement from said committee.

### 3. REINSTATEMENT

#### 3.1 Reinstatement 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 Students must re-apply for admission using the EZ-Re-Entry Application for Admissions found at <https://apps.wtamu.edu/ez/>.

3.1.1.2 An email or letter will be sent to the student regarding the need for submitting any additional information such as transcripts, etc., and if there are holds on the student records from the previous enrollment that need to be cleared. Students who attended another institution since last being at WTAMU must meet the University's admission standards.

3.1.1.3 A copy of the EZ-Re-Entry Application for Admissions and other college transcripts will be forwarded to the appropriate Associate Dean of the student's college or Advising Services for review. Forms will be sent to the college in which the student plans to major.

3.1.1.4 The student will receive an email at that time to contact the Associate Dean of their college or Advising Services to make an appointment for completion of a *Reinstatement after Serving First*

*Academic Suspension* form. This form will be sent to the Office of the Registrar to complete the readmission process. In addition, a copy of the form will be given to the student, retained by the appropriate Associate Dean and a copy sent to the student's academic advisor when appropriate.

3.1.1.4.1 Students who have earned less than 30 hours must complete the above process with Advising Services. **Please Note:** Some departments require their students to meet with someone in the department regardless of the number of hours obtained.

3.1.1.4.2 Students who have earned 31 or more hours must complete the above process with the Associate Dean of their college.

3.1.1.5 The reapplication and reinstatement process should be complete at least five working days prior to the start of the semester.

3.1.1.6 Once readmitted and reinstated, the student will be able to visit with an advisory to be greenlighted and enroll for the approved semester.

3.1.1.7 Students returning from a first or second suspension may not enroll in an intersession or summer session without approval of the Associate Dean of their college.

3.1.1.8 Students will return to the University on academic probation.

3.1.2 Students may appeal their first suspension by following the procedures outlined in Section 4.0.

3.1.3 Students reinstated may be required to complete testing, advising, and/or counseling, as considered necessary by Advising Services and/or the Associate Dean of their college.

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

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 After serving the suspension, a student may seek reinstatement and readmission to the University.
  - 3.2.2.1 Students must re-apply for admission using the EZ-Re-Entry Application for Admissions found at <https://apps.wtamu.edu/ez/>.
  - 3.2.2.2 Students must complete and submit the *Request for Reinstatement after Serving a Second Academic Suspension* form found at <https://www.wtamu.edu/files/docs/registrar/Request%20for%20Reinstatement%20After%20Serving%202nd%20Suspension%20Form%20May%2022%202020.pdf>. This form must be completed in accordance with the deadlines established by the Registrar. Please visit <https://www.wtamu.edu/files/docs/registrar/Request%20for%20Reinstatement%20After%20Serving%202nd%20Suspension%20Form%20May%2022%202020.pdf>.
  - 3.2.2.3 The Academic Review Committee is the decision-making body for this request. The committee will review each student's appeal and documentation and render a decision.
  - 3.2.2.4 The Registrar will communicate the committee's decision to the student via email.
  - 3.2.2.5 If approved, the student will be instructed to contact the Associate Dean of their college to make an appointment for completion of a *Reinstatement after Serving Academic Suspension* form. This form will be sent to the Office of the Registrar to complete the readmission process. In addition, a copy of the form will be given to the student, retained by the Associate Dean and a copy sent to the student's academic advisor when appropriate.
  - 3.2.2.6 The reapplication and reinstatement process should be complete at least five working days prior to the start of the semester.
  - 3.2.2.7 After the reinstatement meeting, the student may be instructed to meet with the academic advisor for advising.

3.2.2.8 If approved, a student will be reinstated to academic probation. At the end of the semester in which enrolled, a student will either be removed from academic probation by earning a cumulative GPA of 2.0 or higher, OR continue on academic probation by earning at least a 2.0 for the semester GPA but still having a cumulative GPA of below 2.0, OR be placed on academic dismissal from the University by failing to earn a semester GPA of 2.0 or higher.

3.2.3 Students may appeal their second suspension by following the procedures outlined in Section 4.

#### 4. 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 first suspension, second suspension, or dismissal appeal must submit the *Academic Suspension Appeal* form (available through the Office of the Registrar website) and any supporting documentation.

4.2.1 The appeal must be completed in accordance with the deadlines established by the Registrar. Please visit:  
<https://www.wtamu.edu/files/docs/registrar/Request%20for%20Reinstatement%20After%20Serving%202nd%20Suspension%20Form%20May%202022%202020.pdf>.

4.2.2 The appeal will be reviewed by the Academic Review Committee.

4.2.3 Before appeals will be reviewed and processed, the student will be considered suspended and may not enroll in classes or participate in extracurricular activities.

4.2.4 While the appeal is being reviewed and processed, the student will be considered suspended and may not enroll in classes or participate in extracurricular activities.

4.3 If the appeal is granted by the Academic Review Committee, the student will return to Academic Probation; however, the Academic Suspension remains on the student's official academic record. Reinstatement will follow the procedures outlined above in Section 3.



4.4 If denied, the student may submit a written appeal directly to the Associate Provost. Extenuating circumstances and/or additional information must be included. The Associate Provost may request a meeting with the student. If approved, the Associate Provost will notify the student, the Registrar, Advising Services, the Chair of the Academic Review Committee, and the Associate Dean of the student's college.

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## Revision History

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Revised June 7, 2021  
Revised February 3, 2015  
Revised July 2010  
Approved April 2009

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## Contact Office

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## Approval Office

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## Approval Signature

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President/CEO

August 18, 2021

Date