



## **PROCEDURE**

### **13.10.99-W1**

#### **Academic Probation and Suspension**

*Approved April 2009*

*Revised July 2010*

*Revised February 3, 2015*

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### **Procedure Statement**

The intent of this procedure is to assist students with academic intervention and support at the earliest time possible.

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### **Reason for Procedure**

The purpose of Academic Probation and Suspension is to identify, warn, and provide 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 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

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### **Procedures and Responsibilities**

#### 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 (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.

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- 1.6. Continued Probation (CPRO): issued when a student was previously placed on probation and has not met the criteria to be removed from probation.
- 1.7. Academic Suspension (SUSP1, SUSP2): 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.

## 2.0 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 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 academic advisor based on their major's advising model (see [www.wtamu.edu/advising](http://www.wtamu.edu/advising)). If the academic advisor 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.

- 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, and
  - 2.3.1.2.4 A student remaining on Academic Warning must follow the procedures outlined in section 2.3.1.1.
- 2.3.1.3 Students who have received three consecutive semesters of Academic Warning (WRN3) must consult with their College Dean or Associate Dean.
- 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 be re-advised (greenlighted) and complete a *Probation Conditions and Plan for Academic Improvement* form. Failure to comply may result in the deletion of future semester registrations.
    - 2.3.2.2.1 Students who have earned less than 30 hours must complete the *Probation Contract and Plan for Academic Improvement* with an Advising Services advisor.
    - 2.3.2.2.2 Students who have earned 31 or more hours must complete the *Probation Contract and Plan for Academic Improvement* with their academic advisor based on their major's advising model (see [www.wtamu.edu/advising](http://www.wtamu.edu/advising)). If the academic advisor 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.
- 2.3.2.2.3 The individual meeting with the student will complete the *Probation Conditions and Plan for Academic Improvement* and submit a copy to the Registrar, provide a copy to the student, retain a copy, and send a copy to the student's faculty advisor if appropriate.
- 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 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 second 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 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 Admission found at the following site: <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 requirements on the transfer GPA.

3.1.1.3 A copy of the EZ Re-entry Application and other college transcripts will be forwarded to the appropriate Dean 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 Dean's Office 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 re-admission 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.

3.1.1.4.1 Students who have earned less than 30 hours must submit the form to 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 submit the form to the appropriate college dean.

3.1.1.5 Once reinstated and readmitted, the student will be able to visit with an advisor to be greenlighted and enroll for the requested semester.

3.1.1.6 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 college dean or associate dean.

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 appropriate college dean or associate dean.

### 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 reapply for admission using the “EZ Re-entry Application for Admission” found at the following site: <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 <http://wtamu.edu/webres/File/Administrative/Enrollment%20Management/Registrar/Request%20for%20REINSTATEMENT%202nd%20susp%2011%2009%2010.pdf>

This must be completed in accordance with the time frame established by the Registrar. Please visit: <http://wtamu.edu/administration/registrar-probation-suspension.aspx>

3.2.2.3 The Academic Review Committee is the decision-making body for this request. The Committee will review each student's documentation and render a decision.

3.2.2.4 The committee’s decision will be communicated to the student via email.

3.2.2.5 If approved, the student will be instructed to contact the appropriate Associate Dean’s office or Advising Services 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 re-admission 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 After this “Reinstatement Meeting” the student will be instructed to meet with the academic advisor for advising.

3.2.2.7 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 4.0.

#### 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 first suspension, second suspension or dismissal appeal must submit the “Academic Suspension Appeal Form” (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 time frame established by the Registrar. Please visit: <http://wtamu.edu/administration/registrar-probation-suspension.aspx>.
  - 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 extracurricular activities.
- 4.3 If the appeal is granted by the Academic Review Committee, the student will return to Academic Probation. Reinstatement will follow the procedures outlined above in Section 3.0.
- 4.4 If denied, the student may appeal directly to the Associate Provost. The student must provide to the Associate Provost in writing the reason for the appeal and additional evidence to support the appeal. The Associate Provost will decide whether to meet with the student to consider the appeal. The Associate Provost will notify the student, Registrar, Advising Services, and the associate dean of the college in which the student will be returning of his/her decision.

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### **Related Statutes, Policies, or Requirements**

None

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### **Appendix**

None

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### **Contact Office**

Provost/Vice President for Academic Affairs (806) 651-2044

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**Approval**

APPROVAL:   
President/CEO

February 3, 2015  
Date

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