



# **Handbook of Operating Procedures**

**Section:** 6.7.7  
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## **ACADEMIC PROBATION AND SUSPENSION**

### **A. Purpose**

The purpose of this policy is to inform students of the basis for determining scholastic probation or suspension.

### **B. Persons Affected**

This policy applies to undergraduate and graduate students.

### **C. Policy**

The policy of The University of Texas-Pan American regarding academic probation and suspension is:

#### 1. Undergraduate

- a. Academic probation or suspension will be determined each regular (i.e., Fall or Spring) semester on the basis of the student's current semester and cumulative grade point average.
- b. An undergraduate student will be placed (or continue) on academic probation under the following circumstances:
  - i. Freshmen - Whenever the student's cumulative grade point average is below 1.70.
  - ii. Sophomores - Whenever the student's cumulative grade point average is below 1.80.
  - iii. Juniors and Seniors - Whenever the student's cumulative grade point average is below 2.00.
- c. If an undergraduate student fails to remove himself or herself from academic probation during the previous semester, the student will be placed on academic suspension for one regular semester.
- d. However, if the current semester grade point average for a student previously on academic probation or suspension is 2.25 or above, the student will continue on probation, in lieu of suspension.



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- e. Summary chart of academic status and GPA criteria

<u>Level of Academic Status</u>	<u>GPA Criteria</u>
Good Standing	Cumulative GPA is 2.00 or above (1.70 in case of Freshman or 1.80 in case of Sophomore)
Place on Academic Probation	Cumulative GPA has dropped below 2.00 (1.70 in case of Freshman or 1.80 in case of Sophomore)
Continued on Academic Probation	Previously on Academic Probation and Cumulative GPA is below 2.00 (1.70 in case of Freshman or 1.80 in case of Sophomore) but current semester GPA is 2.25 or above.
Academic Suspension	Previously on Academic Probation and Cumulative GPA is below 2.00 (1.70 in case of Freshman or 1.80 in case of Sophomore) and current GPA is below 2.25.

- f. Students on academic suspension may enroll for summer sessions for the purpose of raising the Cumulative GPA to the level required for good standing for the student's classification. (This can be most efficiently accomplished by only enrolling for courses in which the student has previously earned a low or failing grade).
- g. A student on academic suspension who raises the Cumulative GPA to the level required for good standing will be reinstated as a student in good standing following application to the Office of the Registrar for reinstatement.
- h. If an undergraduate student who has been suspended for failure to meet academic probation requirements feels that unusual circumstances warrant a review, the student may direct a written appeal following the procedures in subsection F.1 below.
- i. Notice: Each student is responsible for knowing whether he or she is eligible to continue at the University. An ineligible student who nevertheless registers at the University shall be dropped from all classes. A student in this circumstance shall



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not receive special consideration for pleading lack of knowledge of his or her scholastic status, regardless of whether he or she registered, pre-registered, paid fees, and/or attended classes.

### **2. Graduate**

- a. Grade points are assigned for courses taken for graduate credit as follows (per semester hour):

A = 4.0

B = 3.0

C = 2.0

D = (not given)

F = 0.0

- b. All grades earned (including those for repeated courses) will be used to compute the grade point average.
- d. Should a graduate student make less than a B average in a given semester, he or she will be placed on academic probation and warned that his or her continuance is in jeopardy.
- e. Graduate students placed on academic probation must, during the following regular semester (or summer school), recoup a cumulative graduate grade point average of 3.0 or higher. Those who do not will be suspended.
- f. A suspended graduate student may petition for readmission following the procedures in F.2 below.
- g. If the Dean of the College recommends readmission to the graduate program for a suspended graduate student, the Dean forwards the student's petition to the Vice Provost for Graduate Studies for final approval.
- h. Students who have not been formally admitted to the graduate school shall be subject to criteria set forth in the admission requirements for the Graduate School, as outlined in the current UTPA Graduate Catalog.

### **D. Definitions**

Not applicable.

### **E. Responsibilities**



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Not applicable.

### **F. Procedures**

1. **Suspended Undergraduate Student.** An undergraduate student who has been suspended for failure to meet academic probation requirements that feels that unusual circumstances warrant a review may direct a written appeal to the Admissions Committee, in care of the Office of Admissions and Records, no later than one week prior to registration for the coming semester. The petition must detail the reasons for alleging that the circumstances warrant special consideration and should indicate reasons why the circumstances will not recur. The Committee may (but is not required to) reinstate a student who has not served the period of academic suspension. This decision will be made only when the Committee is convinced the best interests of both the University and the student will be served by such action.
2. **Suspended Graduate Student.** To petition for readmission into a graduate program, the suspended student must submit a written request through the Director of the Graduate Program to the Dean of the College. The Dean may approve or deny admission to the graduate program.

### **G. Review**

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Senior Vice Provost for Academic Affairs for Undergraduate Studies-Senior Reviewer
2. Council of Deans
3. Admissions Committee Chair
4. Graduate Council Chair
5. Academic Policies Committee Chair
6. Director Learning Assistance Center
7. Director Counseling and Advisement Center
8. Director of Academic Advisement and Mentoring Center
9. Faculty Senate Chair
10. Student Government Association President