

13.99.99.R0.41 Undergraduate Academic Probation, Suspension, Appeal, and Readmission

Approved December 16, 2022
Next Scheduled Review: December 16, 2027



Procedure Summary

This procedure delineates the process afforded to undergraduate students for probation, suspension, appeal, and readmission established by the Office of the Provost and Vice President for Academic Affairs and administered by the Academic Deans and Undergraduate Academic Appeals Committee (UAAC). It also sets forth the composition of the UAAC.

This procedure describes the level of required satisfactory academic achievement and the process for working with those students who fail to maintain this level. Students who have been suspended from the University for academic reasons are provided due process and an opportunity to appeal the suspension. This procedure does not cover grievances related to discrimination. (See University Rule *08.01.01.R2 Civil Rights Compliance*.)

Procedures and Responsibilities

1 ACADEMIC GOOD STANDING

- 1.1 Undergraduate students' academic standing is determined by institutional grade point average (GPA). The Institutional GPA reflects only work completed at A&M-Commerce.
- 1.2 For the purposes of this procedure, a student is in academic good standing with an institutional GPA of 2.0 or higher on a 4.0 scale.
- 1.3 Developmental work from A&M-Commerce in Mathematics or English is not calculated into the institutional GPA and does not count toward quality points. Students are required to complete developmental coursework as outlined in policy *11.04.99.R0.02 Basic Skills Requirements*.

2 ACADEMIC PROBATION

- 2.1 Academic probation occurs when a student's institutional GPA falls below a 2.0. Students may be enrolled at the University while on academic probation, but limitations apply.

- 2.2 Students on academic probation may not register themselves for courses, but may only register with the assistance of an academic advisor. An Academic Recovery Plan is required.
 - 2.2.1 Students on academic probation will have a mandatory advising hold on their record and must meet with their academic advisor to register for courses.
 - 2.2.2 Students on academic probation may not be enrolled in courses after the first week of an academic term.
 - 2.2.3 An academic recovery plan includes a prescribed schedule of courses intended to improve a student's GPA, and it can also include required visits to campus student success resources.
 - 2.2.4 Students on academic probation may register for no more than thirteen semester hours of coursework in any regular semester, or no more than seven (7) semester hours in any one summer session.
- 2.3 Students remain subject to these restrictions until such time as their institutional GPA rises to a 2.0 or higher.
- 2.4 Students who complete a semester at or above a 2.0 institutional semester GPA while on probation are permitted continued enrollment on probation. This allows for the gradual improvement of GPA to academic good standing.

3 ACADEMIC SUSPENSION

- 3.1 Academic suspension ensues when a student already on academic probation fails to earn and/or maintain at least a 2.0 institutional semester GPA. Students on academic suspension are no longer eligible to be enrolled at the University. If already registered for the following semester, their course schedule will be dropped.
- 3.2 Students on academic suspension are permitted to be readmitted after one calendar year. Students will have a mandatory advising hold on their record and must meet with their advisor to register for courses

4 ACADEMIC SUSPENSION APPEALS

- 4.1 Students on academic suspension may appeal that status. Appeals are heard at the conclusion of fall, spring and summer sessions only after grades are posted.
- 4.2 A student whose academic standing changed from academic probation to academic suspension must appeal to the Dean of their major college. Only Academic Deans, or if designated, an Associate or Assistant Dean, may hear academic suspension appeals. Suspension appeals may be heard only at the conclusion of long semesters (fall, spring) after grades have posted.

4.3 College/Dean Level Appeal Process:

A Dean may only hear a student's first academic suspension appeal. Deans must check student records (4.3.4 below) to prevent students having multiple college appeals. Any subsequent appeal of academic suspension must be through the UAAC.

4.3.1 All College/Dean level appeals must be documented using the online *Laserfiche* form, *Academic Suspension Appeal – Undergraduate*:

4.3.1.1 Appeals for the upcoming fall semester must be heard and decided by the last Friday in June.

4.3.1.2 A second hearing for the upcoming fall semester for students taking summer courses must be heard and decided by the third Friday in August.

4.3.1.3 Appeals for the upcoming spring semester must be heard and decided by the first business Tuesday in January.

4.3.2 Student Process: Students will receive their official suspension notification from the Office of the Registrar, which will include instructions and link to the online *Academic Suspension Appeal – Undergraduate* form.

4.3.3 Students will complete the *Student Information* and *Extenuating Circumstances* section and include a statement and documents about the causes and/or extenuating circumstances of the student's being on suspension, a plan for how to improve academic performance, and proof that all other registration holds apart from academic suspension have been cleared. The student then electronically signs and dates the form to begin the suspension appeal process. Students must meet with their academic advisor and financial aid counselor, who will discuss the appeal process, past performance, plan for improving academic performance, and financial aid status before their appeal meeting with the dean.

4.3.4 Students who miss their Dean's level appeal deadline on first appeal may not return for a full semester (fall and/or spring), and cannot register without first going through the appeal process with the college dean described above. Students eligible to appeal to their deans may do so for summer term. Those whose next step is an appeal to the committee may not appeal for summer, but must appeal to the committee as applicable in 5.0 below.

4.3.5 Office of the Registrar Process

The online *Academic Suspension Appeal – Undergraduate* form will then route to the Assistant Registrar (or designee). The Assistant Registrar will complete the *Registrar's Office Use Only* section and which includes – “*Has the student been on Academic Suspension Previously?*” If yes, “*What term or terms was he/she*

previously on Academic Suspension?” and the “Registrar Comments” (if applicable). The Assistant Registrar will electronically sign the form, to route to the Financial Aid Counselor.

4.3.6 Advising Teams Process

4.3.6.1 The Financial Aid Counselor will complete the *Financial Aid Information* section of the form which includes – “*Number of Financial Aid Appeals*”, “*Is aid available to return if readmitted?*”, “*Financial Aid Comments*” (if applicable) and electronically verify checkbox, “*I have verified the above Financial Aid information with the student's Financial Aid Advisor.*” Then, electronically sign the form to route to the Academic Advisor.

4.3.6.2 Advisors will complete the *Academic Advisor Use Only* section for the previous semester documenting:

4.3.6.2.1 Meetings with advisor, financial aid counselor, use of academic testing services and other resources available to student. In addition, information on account holds, past due balances, course 3-peats and number of dropped courses.

4.3.6.2.2 For the *Academic Recovery Plan* section of the form, students approved for readmission must be registered for courses calculated to improve their GPAs. Advisors complete course recommendations (no more than thirteen (13) hours) in the event the dean approves readmission, student’s Institutional GPA, additional documentation (if applicable), and upload a copy of the student’s Unofficial Academic Transcript.

4.3.6.2.3 The Academic Advisor will complete the *Comments for “College Dean or UAAC”* section, “*Please include EAB information from Advisors, Financial Aid, Academic Success Center, or other offices if available. If there is no EAB documentation, please indicate in this field*” and then complete the attestation statement: “*I attest that I have met with the above student to discuss their Academic Recovery Plan and proposed schedule for the upcoming term*” then electronically sign and date the form. The form will then route to the college dean.

4.3.7 College Dean Process

The college Dean or designated Assistant or Associate Dean complete the *Dean’s Office Use Only* section of the form. The Dean will review information submitted in the online appeal form and meet with the student. The dean will determine whether to approve or deny the student’s readmission to A&M-Commerce.

4.3.7.1 Dean Approves Readmission

- 4.3.7.1.1 Students approved for readmission must be registered for courses calculated to improve their GPAs, as guided by their academic advisor and dean. If the dean approves the student's readmission, he/she will document any conditions or comments on the form and electronically sign and date the form. The form will then route back to the Academic Advisor for continued processing and registration of the student into courses.
- 4.3.7.1.2 The academic advisor will complete an additional *Academic Advisor Use Only* section of the form and include comments on any changes to the schedule (such as substituting for a class that is full, etc.) and complete the *EAB Documentation* section, certifying he/she has documented the student's suspension appeal form in the EAB/Navigate system.
- 4.3.7.1.3 The advisor will then complete the *Advisor Override* section of the form and change the Suspension code in SZAREGS in Banner SIS from an "S" to an "A" and register the student in required coursework. Once registration is complete, the advisor will certify in this section he/she placed the student's suspension code (S) back on the student's account in SZAREGS in order to maintain correct Academic Standing for the student and electronically sign and date the form.
- 4.3.7.1.4 The form will route back to the Registrar's Office for completion of a second *Registrar's Office Use Only* section for final verification of the correct Suspension code and then electronically sign and date the form. All of the appeal form documentation and PDF forms are permanently housed in the Laserfiche repository.

4.3.7.2 Dean Denies Readmission

If the Dean or designated Assistant or Associate Dean denies a student's college appeal for readmission to A&M-Commerce, students may appeal that decision to the UAAC. The dean will complete the sections on the form providing information to whether the student will appear in person or virtually to UAAC or if the student wishes for the UAAC to make a decision on his/her case without a personal or virtual appearance on the UAAC appeal date. The dean electronically signs and dates the form. The form will route to the UAAC committee members.

5 UAAC AND APPEAL PROCESS

5.1 UAAC exists to hear appeals from two categories of undergraduate students:

5.1.1 Those who were denied in their appeal to a dean;

5.1.2 Those who have been permitted to return by a dean, but have failed to return their GPA to academic good standing;

5.2 The voting membership of UAAC consists of:

5.2.1 One faculty member recommended by the Dean from each college.

5.2.2 The director of the Office of Financial Aid and Scholarship or designee.

5.2.3 The Texas Success Initiative (TSI) staff or designee.

5.2.4 One assistant/associate dean from each college serves in an ex officio capacity on the committee.

5.2.5 Senior Director of Student Success Teams or designee.

5.3 Member Terms

5.3.1 Faculty members on the committee can serve up to two 2-year terms. Terms will be based on academic year cycles.

5.3.2 New members will be officially notified in writing of their selection to the UAAC by the Provost's office.

5.4 Committee Chair

The chair of UAAC will be selected by the voting membership every two years at the Fall Semester appeals meeting.

5.5 Appeal Hearing Meetings

5.5.1 UAAC meets before both the spring and fall semesters to hear appeals:

5.5.1.1 For upcoming fall semester, UAAC will meet the second business Tuesday of July.

5.5.1.2 A second hearing for the upcoming fall semester for students taking summer courses, will meet the business Tuesday prior to the fall semester.

5.5.1.3 For upcoming spring semester, UAAC will meet the first business Friday after the first business Monday in January.

5.5.2 Denial of readmission by the Academic Dean will automatically route the Laserfiche form to the UAAC. The Dean will complete the sections on the form providing information to whether the student will appear in person or virtually to UAAC or if the student wishes for the UAAC to make a decision on their appeal without appearance on the UAAC appeal date. The dean electronically signs and dates the form.

5.5.3 The Provost's office will assist the process by:

5.5.3.1 Confirming student eligibility to appeal to UAAC.

5.5.3.2 Setting student appointments to be heard by the committee.

5.5.3.3 The Provost's office will retain reports of UAAC meetings and determinations.

5.6 Students may appear in person, virtually, or elect to have the UAAC make a decision on their appeal without an appearance. UAAC members may question students regarding their appeal. The committee will then vote on each appeal in closed session, and a simple majority vote will be determinative in each case.

5.6.1 Students whose appeals are denied may not enroll at the University for one calendar year.

5.6.2 Students whose appeals are accepted will be permitted to register for courses as outlined in 4.3.1 and 4.3.2 above.

5.6.3 The UAAC will have the authority to mandate a major change for students as a condition for approval of an appeal where it is in the best interest of the student.

5.6.4 The UAAC appeal decision is final and may not be appealed.

6 CONTINUED ENROLLMENT ON ACADEMIC SUSPENSION

In cases where there are extenuating circumstances, and a student is unable to obtain an institutional 2.0 GPA in one term, a continuance of suspension may be permitted, with UAAC approval, to register for additional semesters.

6.1 To qualify for continued registration while on suspension, the student:

6.1.1 May not register for more than thirteen (13) semester hours and,

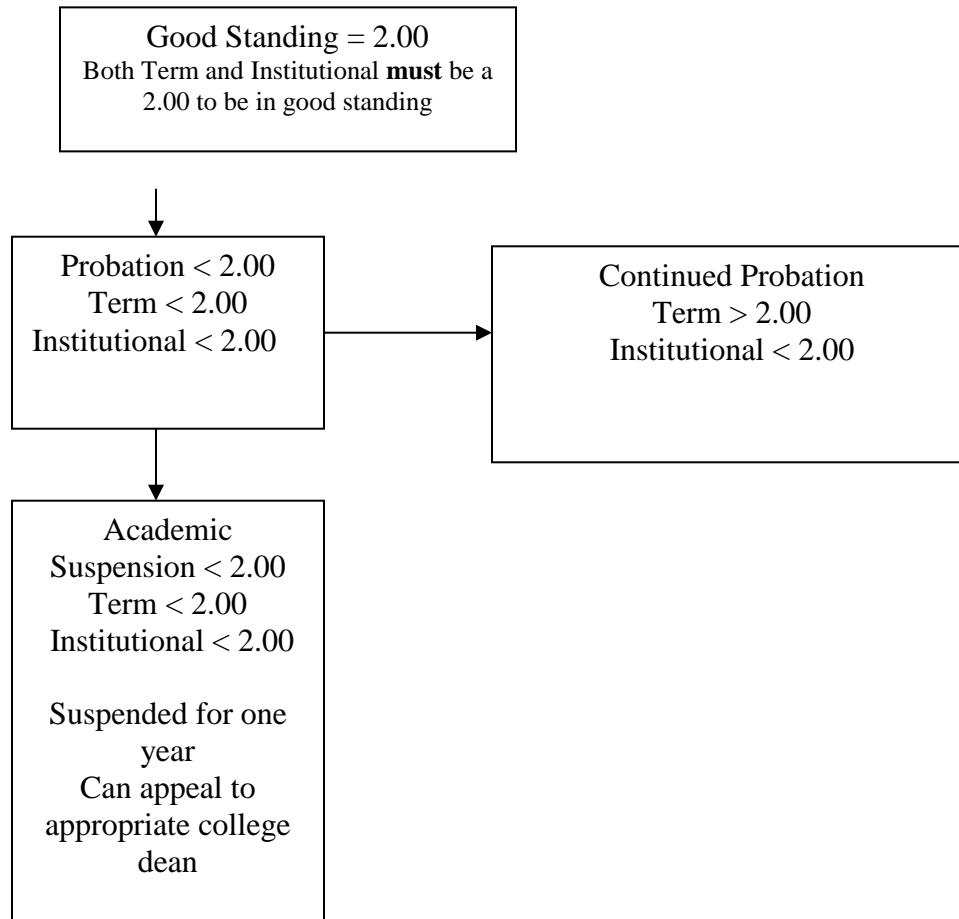
- 6.1.2 Must maintain a semester grade point average of at least 2.0 each semester of suspension.
 - 6.1.3 Should any suspension student fail to maintain a 2.0 semester grade point average in the academic courses attempted in any semester of suspension, the student will be required to leave the University on academic suspension for at least one calendar year.
 - 6.2 Students on academic suspension will have a mandatory advising hold on their record and must meet with their academic advisor to register for courses.
 - 6.3 Students on academic suspension may not be enrolled in courses after the first week of an academic term
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Definitions

Institutional (native) grade point average: Applies to all students who enrolled Fall 2000 or after. Applies only to course work completed at Texas A&M University-Commerce.

Cumulative grade point average (institutional and transfer work combined): Applies to students who enrolled in courses at Texas A&M University-Commerce PRIOR to Fall 2000. Applies to all course work.

Appendix



Related Statutes, Policies, or Requirements

University Rule [08.01.01.R2 Civil Rights Compliance](#)

University Procedure [11.04.99.R0.02 Basic Skills Requirements](#)

University Procedure [13.99.99.R0.13 Good Academic Standing](#)

Revision History

Suspends University Procedures:

11.04.99.R0.06 Undergraduate Scholastic Probation and Dismissal

11.04.99.R0.07 Academic Affairs Undergraduate Student Suspension Appeal Committee

Contact Office

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