

<b>Academic Probation &amp; Suspension</b>	Procedure Number	520
	Effective Date	9-1-2019

**1.0 PURPOSE**

Define the processes associated with student academic probation and suspension.

**2.0 REVISION HISTORY**

Adopted on:

July 1993

Revised on:

10-1-2019

4-12-2023

**3.0 PERSONS AFFECTED**

Students

**4.0 DEFINITIONS**

Good Standing – students are in good academic standing when they complete a semester of study and the cumulative grade point average (GPA) is at or above the required minimum as outlined below.

Academic Probation – students are placed on academic probation when they do not meet the required minimum cumulative GPA and have never been placed on a probation or suspension status in previous semesters.

Continued Academic Probation – students are placed on continued academic probation status when they were previously placed on academic probation, they achieved a semester GPA of a 2.00 or higher, but the cumulative GPA is below the required minimum as listed below.

One-Semester Academic Suspension – students are placed on one-semester academic suspension when they were previously placed on academic probation and did not achieve the required minimum semester GPA to remain on continued probation or be placed in good standing.

One-Year Academic Suspension – students are placed on one-year academic suspension if they were previously placed on a one-semester academic suspension and fail to meet the required minimum semester GPA to be placed on continued probation or in good standing.

Three-Year Academic Suspension – students are placed on three-year academic suspension if they were previously placed on a one-year suspension and fail to meet the required minimum semester GPA a third time.

Suspension Probation – students who successfully appeal their one-semester academic suspension are placed on a suspension probation status while enrolled during the semester the student was granted an approved appeal.

**5.0 PROCEDURES**

All students attending UA-PTC are expected to make satisfactory progress in all courses registered. Grades are calculated and evaluated at the end of the fall and spring semesters for probation and suspension status. Grades are not evaluated for probation or suspension status following a summer term.

Students with low grades are encouraged to repeat the course as quickly as possible to raise the grade-point average (GPA). Only the most recent grades from a class that has been repeated will be calculated in the GPA.

(See repetition of courses policy for details – 5.26.)

To be in good standing, all students must carry the required minimum cumulative grade-point average as listed below. Students who fail to meet these standards will be placed on academic probation or suspension.

Credit Hours Attempted Minimum Cumulative Grade-Point Average include:

- Less than 30 hours - 1.75
- 30 hours or more - 2.00

Students on academic probation achieving at least a 2.0 grade-point average for each semester enrolled will be eligible to enroll in classes but will be continued on academic probation until the minimum cumulative grade-point average is achieved.

All students should be aware that most institutions will not accept students in transfer if they are suspended at UA-PTC.

The Office of the Registrar will maintain the educational data and alert students who are placed on academic probation or suspension immediately following the semester in which the status was earned.

### **5.1 ACADEMIC SUSPENSION APPEAL PROCESS**

Students who are placed on One-Semester Academic Suspension will receive communication from the Registrar notifying them of their status that will include an Academic Suspension Appeal Form. Students will receive this communication at least 7 days prior to the beginning of the upcoming term. Students placed on One-Year or Three-Year Academic Suspension are not eligible to appeal the suspension.

Students wishing to appeal their Academic Suspension must review and submit the Academic Suspension Appeal Form and any accompanying materials to the Office of Records at least 7 days prior to the beginning of the semester in which they wish to enroll. The Academic Suspension Appeal Form is available online:

<https://uaptc.edu/records/academic-suspension-appeal-process>.

Below are guidelines students may consider in preparing for an academic suspension appeal:

- Read the appeal form in its entirety and follow its explicit instructions.
- Write a brief narrative of the circumstances that led to the suspension and comprehensively explain how the circumstances have changed or been addressed to ensure academic success. Students must include name, email address, and student ID number on the narrative.
- Students may provide any documentation that would assist the committee to make an informed decision for the appeal.

#### **APPEAL COMMITTEE REVIEW**

The Chair will convene the committee after students have been emailed and prior to the beginning of the upcoming semester. The Appeal Committee shall be chaired by one member of the Records office, and shall include at least one member appointed from Student Affairs, one member appointed from Admissions & Financial Aid, and one appointed faculty member.

All suspension appeal materials will be collected by the Office of Records and provided to the Suspension Appeal Committee for their review. The committee will review each appeal and may either approve or deny the appeal. Once the committee's decision has been made, the student will be notified via their UAPTC email at least 2 days prior to the start of the semester in which the student was suspended.

The Appeal Committee, upon receiving the appropriate appeal documentation, shall review appeals and base their

decision on the following factors:

- The student adequately describes the circumstance(s) that prevented their academic success;
- The student's appeal documentation supports the student's description of the circumstance(s) preventing their academic success;
- The student's appeal letter adequately explains how the circumstances have been addressed;
- The student's explanation reasonably addresses the circumstances.

Any appeal granted by the committee shall be provided to the Student Affairs Student Assistance Coordinator. The Student Assistance Coordinator will inform students that the appeal was granted. The student will be required to meet with the Student Assistance Coordinator in order to register for classes.

#### ACADEMIC SUSPENSION APPROVAL OR DENIAL


Committee appeal outcomes must be made unanimously by all members of the Appeal Committee, including its chair.

- If the Appeal Committee approves the student's appeal, the suspension will be lifted to allow the student to register for classes. Students with approved appeals will be placed on the Student Assistance Coordinator's case management list for one semester, and will have a Hold placed on their account. Students will be required to meet with the Student Assistance Coordinator to register for classes.
- If the appeal is denied, the academic suspension is affirmed and the student will need to abide by the suspension requirements.

Students who received an approved appeal outcome are expected to meet minimum semester GPA requirements at the conclusion of the semester in which the student was granted an approved appeal. Students who do not meet the minimum requirement at the conclusion of the semester shall be placed on One-Year Academic Suspension without the option to appeal.

The decision of the Suspension Appeal Committee is final.

<b>Academic Suspension Appeal Timeline</b>	<b>Steps of the Process</b>
7 days prior to suspended semester	Students must have their appeal submitted by this deadline.
	Chair convenes committee to review appeals and make appeal decisions. Chair shall place holds on the student's account, and update student status to Suspension Probation.
2 days	Student Assistance Coordinator informs student of the appeal outcome and the requirement for the student to meet to register for classes.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	11-7-2007
Ratified by:	Mason Campbell Student and Academic Affairs Council College Council	12-7-2018 4-12-2023 5-12-2023
Recommended by Chancellor (Signature)		July 19, 2023
UA Policy Alignment:	Not Applicable	