

13.99.99.H1.02 Academic Probation, Suspension, Appeal and Readmission



Approved: July 24, 2023
Next Scheduled Review: July 2028

Procedure Summary

This procedure describes the level of required satisfactory academic achievement and process for working with 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 student appeals of individual course grades nor other student grievances.

Procedures and Responsibilities

A student's academic status is determined at the end of each fall, spring, or summer semester using the student's cumulative, and in some cases semester, grade point average (GPA). The academic status governs the student's re-enrollment status and determines any conditions associated with re-enrollment or denial of enrollment for subsequent terms.

1. Probation

1.1 Undergraduate Students

- 1.1.1 Undergraduate students who enter or drop below a 2.00 cumulative GPA at the end of any fall, spring, or summer term will be placed on probation.
- 1.1.2 Students will remain on probation if their semester GPA is a 2.0 or higher AND their cumulative GPA is below a 2.0.
- 1.1.3 Students on probation may return to good standing if their cumulative GPA is a 2.0 or higher.
- 1.1.4 A student that is on probation may be suspended if both the semester GPA and cumulative GPA fall below 2.0.

1.2 Graduate Students

- 1.2.1 Graduate students may be placed on probation after completion of 12 credit hours if the cumulative GPA is below 3.0.
- 1.2.2 Graduate students will remain on probation until he or she raises the cumulative GPA to 3.0 or above.
- 1.2.3 While on probation, graduate students must maintain a semester GPA of 3.0 or higher.

- 1.2.4 Graduate Students on probation may be suspended if both the semester GPA and cumulative GPA fall below 3.0.

2. Suspension and Readmission

- 2.1 Undergraduate students that is on academic probation will be suspended if their semester GPA and overall GPA fall below a 2.0 at the end of a fall or spring semester.
- 2.2 Graduate students that is on academic probation will be suspended if their semester GPA and overall GPA fall below a 3.0 at the end of a fall or spring semester.
- 2.3 Suspension is for one calendar year. After the period of academic suspension has passed, the student may apply for readmission and enroll on a probationary status.
- 2.4 A&M – Texarkana will readmit undergraduate students who leave the university on probation on probationary status. The student must provide the Registrar’s Office with an official transcript to remove probation status if the student attended another university and raises the cumulative GPA to at least 2.00.
- 2.5 A&M – Texarkana reserves the right to deny admission to a student whom another college or university has suspended even if the suspension period has expired.

3. Appeal of Suspension

Students may appeal their Academic Suspension to gain early re-entry to the University. Early re-entry is only possible once. Only extenuating circumstances warrant early reentry.

3.1 Undergraduate Students

- 3.1.1 The Vice President of Academic Affairs has delegated the review and decision making of academic suspension appeals to the Enrollment Appeals Committee.
- 3.1.2 Students wishing to appeal their Academic Suspension will complete the Suspension Appeal Application no later than 5 pm one business day before the start of classes.
- 3.1.3 The student’s academic advisor will initiate the appeals process within 1 business day of the student’s submission of the appeal.
 - 3.1.3.1 The packet will be routed through Student Affairs to collect any evidence of previous academic or conduct adjudications within 1 day of receipt of the appeal.
 - 3.1.3.2 The packet is then routed to the appropriate department chair for the student’s academic program who will recommend or decline to recommend within 2 business days of receipt of the appeal. If the chair fails to submit a recommendation within the specified window of time, the dean’s recommendation will replace that of the chair.
 - 3.1.3.3 The packet is then forwarded to the Enrollment Appeals Committee for consideration and vote. Committee members must submit their votes within 2 business days of

receipt of the appeal. The majority of votes carries the appeal decision. Non-votes will not be tallied.

3.1.3.4 Within 2 business day of the EAC's recorded decision, the Admissions Offices codes the decision into the registration management system and auto generates communication of the decision to the student.

3.2 Graduate Students

3.2.1 Graduate students who wish to appeal their academic suspension may do so through the Associate Provost / Dean of Graduate Studies.

3.2.2 Graduate students who re-enter do so on academic probation and must maintain a cumulative GPA of 3.00 or higher to prevent being suspended for another one-year period.

Related Statutes, Policies, or Requirements (Required)

[University Procedure 13.02.99.H1.02, *General Student Complaints*](#)

[University Procedure 13.99.99.H0.01, *Student Grade Appeals*](#)

[University Catalog](#)

Appendix

- [Suspension Appeal Application](#) (EXAMPLE – see Advising to initiate the process)
-

Contact Office (Required)

Office of the Vice President of Academic Affairs / Provost
903-223-3004