

Memo To: All UH-Downtown/PS Holders
From: Michael A. Olivas, Interim President
Subject: Academic Probation & Suspension

UH-Downtown/PS 03.A.07
Issue No. 11
Effective date: 06/08/2016
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1. PURPOSE

This policy statement establishes the University of Houston-Downtown's (UHD) probation and suspension policy.

2. DEFINITIONS

- 2.1 Term: For purposes of this policy, “term” will reference the academic coursework taken during fall, spring, or combined summer terms. This excludes winter and May sessions.
- 2.2 Consecutive term: Any term of enrollment after a student has been placed on academic probation or suspension.
- 2.3 Policy: The description of what is to occur under the policy.
- 2.4 UHD undergraduate cumulative GPA is the GPA calculated for all UHD coursework as defined in PS 03.A04: Grading System policy.
- 2.5 Academic probation is a warning to the student that his/her UHD cumulative GPA is unsatisfactory: the student is not making satisfactory progress towards meeting graduation requirements and may be placed on academic suspension if his/her academic record does not improve.
- 2.6 Academic suspension occurs after consecutive terms of unsatisfactory academic performance and prevents a student from reenrolling until a successful appeal for readmission.
- 2.7 Academic dismissal occurs after consecutive terms of suspension and results in a student being prohibited from returning to UHD.
- 2.8 Continued probation occurs after unsatisfactory academic performance while on academic probation.
- 2.9 Cumulative graduate program GPA is the GPA calculated for all UHD coursework applied to a graduate program.
- 2.10 Extended probation is the probationary status given to students who receive an approved

decision of a suspension appeal.

- 2.11 Readmit probation is the probationary status given to students who sit out the minimum of one semester after being placed on suspension.

3. POLICY / PROCEDURES

3.1 Academic Standing of Students Enrolled in Developmental Courses

- 3.1.1 Students enrolled in developmental courses are also subject to the additional requirements to demonstrate college readiness in PS 03.A.28: Satisfactory Progress for Students Enrolled in Developmental Courses policy.

3.2 Academic Probation of Undergraduate Students Enrolled in College Credit-Bearing Courses

- 3.2.1 Students will be placed on initial academic probation at the end of any term in which their cumulative UHD GPA falls below 2.0.

- 3.2.2 All students on probation must consult with an academic advisor before term registration to discuss their plans, academic progress and GPA repair, and available academic support. Probationary students may be required to agree to a contract of actions likely to result in improved academic performance.

- 3.2.3 To maintain their academic standing, students on probation must maintain a UHD term GPA of 2.0 or above in each term in which they are enrolled until their cumulative UHD GPA reaches 2.0 or above. Only courses taken at UHD will remediate the cumulative UHD GPA. A student returns to regular academic standing after his/her cumulative UHD GPA reaches 2.0 or higher.

- 3.2.4 Students on academic probation will be placed on continued probation at the end of any term in which they fail to earn a minimum term GPA of 2.0. Failure to earn a term GPA of 2.0 or above while on continued probation status will result in academic suspension.

- 3.2.5 Academic probation and suspension will be noted on the student's official undergraduate transcript.

3.3 Suspension and Dismissal of Undergraduate Students

- 3.3.1 A student on continued probation will be suspended at the end of any term in which he/she fails to earn a minimum UHD term GPA of 2.0. Any registered coursework for the next term will be administratively dropped by the Registrar's Office. A

student's suspension is in effect for that term, pending readmission. The student may appeal the suspension to the student's academic dean or the dean's designated representative. If the appeal is approved the student will be placed on extended probation for the next term.

3.3.2 Any suspension student returning after sitting out for a minimum of a semester will be placed on readmit probation and must meet with a dean's representative or designated advisor to discuss how to improve their academic performance and make satisfactory academic progress. Students on any probationary status may be required to agree to a contract of actions likely to result in improved academic performance.

3.3.3 Students placed on any extended or readmit probation must maintain a UHD term GPA of 2.0 or above in each term in which they register until they achieve a cumulative UHD GPA of 2.0. Failure to maintain a term GPA of 2.0 will result in academic dismissal from the university. This academic dismissal will be permanent unless the student appeals to the Academic Dismissal Committee for readmission or readmits under PS 03.A.08: Academic Amnesty. For an appeal, students must provide clear and compelling evidence of potential academic success, for example, academic success at other institutions. The final decision for readmission rests with the Academic Dismissal Committee. The constitution of the Academic Dismissal Committee includes representation from each academic dean or dean's designated representative and the dean of students' office. Ex-officio members of the committee will be assigned based upon appropriate needs. Students who are readmitted to the University by the Academic Dismissal Committee will return without a declared major. The decision of the Academic Dismissal Committee is final.

3.4 Academic Probation of Graduate Students Enrolled in a Degree Granting Program

3.4.1 Graduate students will be placed on academic probation at the end of any term in which their cumulative graduate program GPA for graduate coursework falls below 3.0. The cumulative GPA for graduate academic probation and suspension, including repeated courses, is computed according to PS 03.A.04 (see Section 4.4 and 4.4.1) and to individual program guidelines. Students should refer to individual program handbooks in addition to this policy for GPA calculation. Graduate students remain on probation or suspension status until their cumulative graduate program GPA is raised to 3.0 or higher.

3.4.2 A graduate student who receives grades of I (Incomplete) while on probation will remain on probation until all grades of I are resolved. A graduate student on academic probation who leaves the university must apply for readmission and, if admitted, retains his/her original academic probation status. Only courses taken at

UHD may be counted in removing a student from academic probation.

3.4.3 Academic probation will be noted permanently on a graduate student's academic records.

3.5 Suspension of Graduate Students Enrolled in a Degree Granting Program

3.5.1 A graduate student on probation who does not achieve a graduate program GPA of at least 3.0 in the subsequent term will be suspended from the university. Academic suspension is noted permanently on a graduate student's academic records. A student on suspension may not enroll in graduate classes at UHD. Graduate courses taken at another university during a period of suspension at UHD will not be counted for credit at UHD.

3.5.2 A graduate student who is suspended may apply for reinstatement after one year of non-enrollment. Reinstatement is not automatic. The student must submit a written petition explaining the reasons why he/she thinks he/she can successfully meet the requirements of the degree; the petition should be submitted to the Graduate Director of their program. If a student is reinstated in the program, he/she will return with the same academic probation status that resulted in the original suspension and be subject to the same rules for maintaining a GPA.

3.6 Dismissal of Graduate Students who are Enrolled in a Degree Granting Program

3.6.1 A Graduate student who receives grades of "C" in 9 or more graduate semester hours is subject to dismissal. Specific programs may have more stringent requirements. Please refer to individual program handbooks for these requirements. In addition, a grade lower than "C" in a graduate course is also grounds for immediate dismissal from the program (PS.3A04, section 4.7.1 and 4.7.2).

Graduate students who are dismissed may not take graduate courses at UHD, unless they are readmitted under amnesty or admitted to a different graduate program.

3.6.2 Any appeals regarding graduate probation, suspension, or dismissal may be made to the appropriate Graduate Director and, if necessary, to the Academic Dean or Dean's designated representative.

3.7 Academic Probation, Suspension, and Dismissal of Graduate Students Enrolled in a Certificate Program

3.7.1 The rules governing probation, suspension, and dismissal of Graduate students who are enrolled in a certificate program are developed by the respective certificate

programs. These standards must be published in the relevant college's graduate handbook. Students who wish to appeal their probationary status, suspension, or dismissal will follow the process outlined in 3.6.2.

4. PROCEDURES

See Section 3 for Procedures.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President of Academic and Student Affairs and Provost

Review: Every five years, or as necessary.

Signed original on file in Employment Services and Operations (after approval).

7. POLICY HISTORY

Issue #1:	06/04/1982
Issue #2:	05/10/1984
Issue #3:	04/12/1986
Issue #4:	05/29/1987
Issue #5:	11/15/1993
Issue #6:	03/15/1997
Issue #7:	04/11/2000
Issue #8:	02/27/2015
Issue #9:	06/22/2015
Issue #10:	12/17/2015

8. REFERENCES

[PS 03.A.04 Grading System Policy](#) [PS 03.A.08 Academic Amnesty](#)
[PS 03.A.28 Satisfactory Progress for Students Enrolled in Developmental Courses](#)