

Memo To: All UH-Downtown PS Holders
From: Dr. Juan Sánchez Muñoz, President
Subject: Undergraduate Academic Probation & Suspension

UH-Downtown/PS 03.A.07
Issue No. 12
Effective Date: 04/27/2020
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1. PURPOSE

This Policy Statement (PS) establishes the University of Houston-Downtowns (UHD) undergraduate 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.A.04 Grading System for Undergraduate Students](#).
- 2.5 Academic probation is the warning a student receives that their UHD cumulative GPA is unsatisfactory: a student is not making satisfactory progress towards meeting graduation requirements and may be placed on academic suspension if their 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 Extended probation is the probationary status given to a student who receives an approved decision of a suspension appeal.
- 2.10 Readmit probation is the probationary status given to a student who sits out the minimum of one semester after being placed on suspension.

3. POLICY

- 3.1 Academic Standing of an Undergraduate Student Enrolled in Developmental Courses
 - 3.1.1 A student enrolled in developmental courses is 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 an Undergraduate Student Enrolled in College Credit-Bearing Courses
 - 3.2.1 A student 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 A student on probation must consult with an academic advisor before term registration to discuss plans, academic progress and GPA repair, and available academic support. A probationary student may be required to agree to a contract of actions likely to result in improved academic performance.
 - 3.2.3 To maintain academic standing, a student on probation must maintain a UHD term GPA of 2.0 or above in each term in which enrolled until the 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 the cumulative UHD GPA reaches 2.0 or higher.
 - 3.2.4 A student on academic probation will be placed on continued probation at the end of any term in which a minimum term GPA of 2.0 has not been earned. 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 An Undergraduate Student
 - 3.3.1 A student on continued probation will be suspended at the end of any term in which they fail 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 suspended 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. A student of any probationary status may be required to agree to a contract of actions likely to result in improved academic performance.

- 3.3.3 A student 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 a cumulative UHD GPA of 2.0 is achieved. Failure to maintain a term GPA of 2.0 will result in academic dismissal from the university. This academic dismissal will be permanent unless a student appeals to the Academic Dismissal Committee for readmission or readmits under [PS 03.A.08: Academic Amnesty](#). For an appeal, a student 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. A student who is readmitted to the University by the Academic Dismissal Committee will return without a declared major. The decision of the Academic Dismissal Committee is final.

4. PROCEDURES

Procedures are imbedded in the policy section.

5. REVIEW PROCESS

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

Review: Every five years or as necessary

Signed original on file in the Office of Human Resources.

6. POLICY HISTORY

Issue #1:	06/04/82
Issue #2:	05/10/84
Issue #3:	04/12/86
Issue #4:	05/29/87
Issue #5:	11/15/93
Issue #6:	03/15/97
Issue #7:	04/11/00
Issue #8:	02/27/15
Issue #9:	06/22/16

Issue #10: 12/17/15

Issue #11: 06/08/16

7. REFERENCES

[PS 03.A.04 Grading System for Undergraduate Students](#)

[PS 03.A.08 Academic Amnesty](#)

[PS 03.A.28 Satisfactory Progress for Students Enrolled in Developmental Courses](#)