

**UNDERGRADUATE ACADEMIC  
PROBATION AND REINSTATEMENT POLICY**

**(Effective June 2015)**

**Students with 0 – 29 hours must maintain a 1.8 cumulative grade point average in order to be in good academic standing. Students with 30 – 59 hours must maintain a 1.9 cum GPA or higher. Students with more than 60 credit hours must maintain a 2.0 GPA or higher to be in good academic standing. Specific regulations governing students whose cumulative grade point average does not meet good academic standing have been developed.**

**Academic Notice:**

A freshman or sophomore as determined by the student’s cumulative credit hours, whose cumulative grade point average (GPA) falls below 2.00 and into the ranges below, receives a letter of Academic Notice.

Cumulative Credit Hours Attempted	Cumulative GPA Requirement
0-29	1.80 to 1.99
30-59	1.90 to 1.99

The Letter of Academic Notice will clearly state the need for students to improve their academic performance to avoid being placed on Academic Warning in a later semester. Further, it will highlight that both Associate and Bachelor degree seeking students need a minimum 2.0 GPA to graduate.

**Academic Warning:**

Academic Warning is used to indicate that an undergraduate student is not meeting requirements for good academic standing. A student is placed on academic warning when his/her cumulative grade point average (GPA) falls within the indicated range based on his/her cumulative credit hours attempted (see below).

Cumulative Credit Hours Attempted	Cumulative GPA
0-29	1.60 to 1.79
30-59	1.70 to 1.89
60-89	1.80 to 1.99
90 or more	1.90 to 1.99

A student on Academic Warning can continue to enroll at Washburn University. Students on Academic Warning are required to enroll and participate in the STAR Program: Stage 1 administered by the Center for Student Success and Retention each semester they are on Academic Warning.

STAR Program: Stage 1 includes, but is not limited to:

- Semester course registration considerations to promote success
- Completion of the online learning modules
- Mid-term grade checks and class attendance checks

**Academic Probation and Suspension:**

An undergraduate student on Academic Warning who does not achieve a 2.0 GPA for the semester and obtains a cumulative Washburn University GPA outlined below is placed on Academic Probation or can face Academic Suspension as determined by the Probation and Reinstatement Committee with input from Center for Student Success and Retention. A student who achieves 2.0 GPA for the semester but has not achieved the minimum required cumulative GPA outlined above, is considered to be on Academic Warning.

Cumulative Credit Hours Attempted	Cumulative GPA Requirement
0-29	1.59 or below
30-59	1.69 or below
60-89	1.79 or below
90 or more	1.89 or below

Students who are placed on probation rather than being suspended by the Probation and Reinstatement committee and the Center for Student Success must enroll in the STAR Program: Stage 2.

STAR Program: Stage 2 includes, but is not limited to:

- Semester course registration revisions to promote success
- Completion of the online learning modules
- Mid-term grade checks and class attendance checks
- Required tutoring in various courses
- Required Financial Aid and/or Literacy counseling
- Academic coaching meetings

A student who completes the requirements of the STAR Program: Stage 2 but who does not meet the minimum required semester GPA or cumulative GPA listed for Academic Warning may remain enrolled only if both the CSSR and the Probation and Reinstatement Committee make a positive recommendation. In such cases, the student will be considered to be on Academic Probation and continue in the STAR Program: Stage 2.

**Students on Academic Warning or Academic Probation can face immediate Academic Suspension if they do not participate in and/or successfully complete the terms of the STAR Program.**

**Students who obtain either a semester or cumulative GPA of 1.0 or below, can face immediate Academic Suspension, even if not previously on Academic Warning or Academic Probation.**

**The Academic Suspension is effective for at least one full semester. The summer session does not count as a full semester.**

**Reinstatement from Suspension Status**

- A. In order to be considered for academic reinstatement, the student must complete the established reinstatement process no later than 60 calendar days prior to the beginning of the semester/session in which the student wants to enroll.
- B. The student must complete the following steps in order to complete the reinstatement petition process:

- 1) Contact the STAR Program Coordinator to arrange an individual Student Success Plan for their transition semester back into Washburn University and to schedule their reinstatement meeting. Call the Center for Student for Success, 785-670-1942, Mabee 201, to schedule your reinstatement meeting.
  - 2) The purpose of this meeting is to (1) discuss your past academic history, (2) explore strategies for future academic success, and (3) assist you in creating your required individual Student Success Plan. The STAR Program Coordinator, upon the completion of your agreed upon Individual Student Success Plan, will sign the verification portion of a Reinstatement Petition Form, and give to you for submission as part of your request for reinstatement.
- *Good standing reinstatement: If you have earned academic credits from other institutions which will make your GPA higher than a 2.0, please make sure you provide that information to the STAR Program Coordinator. Your earned academic credits may allow you to gain good standing reinstatement and your advisor can provide you with instructions. Also make sure that all transcripts are sent to the Admissions office once all grades have been posted at the other institution(s).*
  - *If you believe your GPA will be higher than a 2.0 with the transfer of courses, please submit a written request\* to the VPAA office.*

### **Appeal for Reconsideration of Suspension**

- Students whose GPA falls below that level may request reconsideration if there were extenuating circumstances beyond their control which prevented them from attaining the required academic standards.
  - If any appeals for reconsideration of suspension are received, a meeting of the Probation and Reinstatement committee will be convened to hear only those appeals.
- A. In order to appeal a suspension, the student must submit a typed statement to the Office of the Vice President for Academic Affairs no later than two (2) weeks prior to the beginning of the semester/session in which the student wants to enroll.
    - Compose a personal statement. Your statement should include the following information:
      - 1) Discussion of your past academic performance,
      - 2) Information about your meeting with the STAR Program Coordinator
      - 3) The strategies you have identified to have a successful academic reentry to the University, and
      - 4) The academic plan for the semester you want to attend if reinstated.
    - Submit the Reinstatement Petition Form and your Personal Statement by the deadline to the address listed on the Petition Form. NOTE: IF you have attended another college, official transcripts must be received by the Admissions Office for the committee's review before a final decision is made.
  - B. The student is strongly encouraged to contact the Office of Academic Advising to set appointments to meet with the STAR Coordinator or an academic advisor PRIOR to submitting an appeal of their suspension.
  - C. Any written appeals for reconsideration of suspension by students which indicate extenuating circumstances outside of the student's control will be referred to the Office of the Vice President for Academic Affairs where they will be reviewed for potential

consideration by the Probation and Reinstatement committee. If approved for consideration by the Committee, the student will be responsible for completing the entire reinstatement process as soon as possible with the completed packet submitted to the VPAA office no later than one week prior to the committee's meeting. The student should be aware that the reinstatement/petition must be approved by the Committee as a whole.

- I. Administrative Information
  - A. Transfer students must meet the retention standards of Washburn students including entering on probation.
  - B. A grade of incomplete will not affect the GPA for the semester in which it is received. The grade, when it has been awarded, or the F to which it has been converted, will affect the subsequent semester and cumulative GPA.
  - C. Students who have academic deficiencies are advised to enroll in no more hours than they have successfully (with C or better grade) completed in the preceding semester.
  - D. Students who have been suspended and are later reinstated will be readmitted on academic notice or warning.
  
- II. No student will be reinstated more than twice. The third academic suspension is, in effect, the final academic dismissal, except that a student who has been academically dismissed may, three or more years after dismissal, apply for readmission under the Fresh Start Program.