

Policy on Academic Reinstatement,
Probation and Suspension

A student in good standing is defined as one whose cumulative grade point average (GPA) is 2.00 or above.

A student whose cumulative grade point average is still below 2.00 but who earned a semester GPA of 2.25 or above will be maintained on probation;

A student whose cumulative GPA is still below 2.00 and who earned a semester GPA between 2.00 and 2.25 may be maintained on probation or may be suspended.

- I. Any student whose cumulative GPA falls below 2.00 will be placed on academic probation for the next semester in which the student enrolls.
 - A. Students will have their records evaluated at the end of the probationary semester with one of the outcomes listed above.
 - B. Students whose cumulative GPA still does not meet the required standards and who earned a semester grade point average below 2.00 will be suspended for at least one semester. Summer Sessions are not considered as one semester.
 - C. If a student feels that there were extenuating circumstances beyond the student's control which resulted in the low level of academic performance, the student may:
 - a) Submit a typed petition to the Office of the Vice President for Academic Affairs requesting consideration for the extenuating circumstances. (See Section III for deadlines)
 - b) The student must present evidence of the extenuating circumstances.
 - c) The student must present evidence that these circumstances no longer exist and that the student will be able to perform at a higher level during the next semester.
 - d) The request will be presented to the Probation and Reinstatement Committee for consideration as detailed in Section IV.
- II. 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 Student Life Office and set up an appointment with the Dean of Students for consultation about reinstatement.
 - 2) Obtain a Reinstatement Petition form from the Student Life Office.
 - a) The petition must be submitted with a legible Washburn ID number, mailing address including zip code, home/cell number and any former names.
 - 3) Meet with an academic advisor in the Office of Academic Advising to:
 - a) Discuss the past academic history,
 - b) Identify strategies for academic success,
 - c) Create an academic plan.

- 4) The student should create a letter outlining:
 - a) What was discussed with the academic advisor,
 - b) Discussion of the past academic performance
 - c) Identified strategies that will assist in having a successful academic reentry to the University, and
 - d) The academic plan for the upcoming semester, if reinstated.
- 5) The student must submit the completed Reinstatement packet which includes the Petition Form and the typed letter requesting reinstatement to the Office of the Vice President for Academic Affairs no later than 60 days prior to the beginning of the semester/session in which the student wants to enroll. The petition packet can be submitted to the Dean of Students who will ensure the completed packet is sent to the VPAA office within two (2) days of receipt.

III. Probation and Reinstatement Meeting

- A. The Probation and Reinstatement committee will meet to review all completed reinstatement petition packets. At this meeting, the committee will decide which will be approved or denied for reinstatement. All completed packets will be provided to the Probation and Reinstatement committee at a minimum of five (5) calendar days prior to the committee meeting.
- B. The Probation and Reinstatement Committee will meet twice a semester to consider reinstatement petitions and probation/suspension decisions. The Committee will consider reinstatement decisions (first meeting) between 50 to 55 calendar days prior to the beginning of the semester in which the student wants to enroll. A second meeting will be held immediately after semester/summer grades are submitted to consider probation and suspension decisions for the upcoming semester. A final meeting may be required to review any appeals for reconsideration of suspension decisions.
- C. In making its decisions, the Committee will consider in the completed petition packet:
 - 1) The extent to which a student demonstrates awareness of the causes of poor performance during the previous enrollment;
 - 2) Evidence that the student has effectively dealt with the causes of previous poor performance and understands what will be required in order to achieve academic good standing,
 - 3) Has developed a solid plan to assure academic success; and
 - 4) Any other evidence which would indicate the student has the motivation and ability to undertake and succeed in a program of college study.
- D. Copies of the student's Washburn transcript will be obtained by the Office of Vice President for Academic Affairs. The student needs to ensure all outstanding transcripts (from other institutions) have been requested and received at Washburn University. Transcripts will contain a complete record of all courses taken and grades earned, but only the last grade earned in a repeated course will be used to compute the cumulative GPA.
- E. Any written reinstatement requests by students for exceptions to the timelines 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 second meeting. The student should be aware that the reinstatement/petition must be approved by the Committee as a whole.

IV. Appeal for Reconsideration of Suspension

- Those students whose GPA was between 2.0 and 2.5 are encouraged to submit a petition to be placed on continued probation; however, 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.
 - B. The typed statement must include:
 - 1) The past academic history,
 - 2) Identified strategies for academic success,
 - 3) Creation of an academic plan for success, and
 - 4) Any supporting documentation that will assist in providing reasons the student was not able to succeed academically or that there were extenuating circumstances beyond the student's control, which resulted in the low level of academic performance.
 - C. The student is strongly encouraged to contact the Student Life Office and/or the Office of Academic Advising to set appointments to meet with the Dean of Students or an academic advisor PRIOR to submitting an appeal of their suspension.
 - D. 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.

V. 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 probation.
 - E. Students who have been readmitted on academic probation may be asked to comply with conditions that will assist them in having a successful semester. In these instances, a reinstatement hold outlining the conditions for reinstatement will be placed on a student's account for the semester. The reinstatement hold will be removed when the student meets with an academic advisor during advanced/open registration for the subsequent semester. Failure to comply may mean the student will be returned to their previous status.
- VI. 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.