

1. GENERAL

This academic policy statement details the probation, suspension, dismissal, and termination regulations for undergraduate and graduate students at Sam Houston State University (SHSU).

2. ACADEMIC GOOD STANDING FOR UNDERGRADUATE STUDENTS

- 2.01 Academic good standing is defined as a minimum 2.0 SHSU grade point average.
- 2.02 The appropriate academic dean may place on probation, retain on probation, or suspend any student deficient in grade points.
- 2.03 Students admitted with less than a 2.0 grade point average by the appropriate academic dean are permitted to enroll but are not considered to be in academic good standing.
- 2.04 Programs may establish additional standards for academic performance, including professional expectations in association with clinical settings, licensing, certification, and/or accreditation. Programs must clearly document and make available to students any academic performance standards in writing, subject to approval by the program coordinator, department chair/program director (when applicable), academic dean, Office of General Counsel, and Provost and Sr. Vice President for Academic Affairs.

3. ACADEMIC PROBATION OR SUSPENSION FOR UNDERGRADUATE STUDENTS

- 3.01 An undergraduate student who falls below a 2.0 SHSU grade point average at the close of any semester or summer semester during which one or more semester hours are attempted will be placed on probation. Summer semester (two sessions) is considered a unit equivalent to a semester. If an enrolled student on probation achieves a current term GPA of 2.0 or higher but fails to achieve a minimum 2.0 SHSU grade point average at the close of the next semester or summer semester following the start of the probation, the student will be placed on continued probation. If an enrolled student on probation or continued probation fails to achieve a current term GPA of 2.0 or higher at the close of the next semester or summer semester following the start of the probation or continued probation, the student will be suspended.

- 3.02 Students who are on probation for the first time are required to enroll in UNIV 2001.
- 3.03 Undergraduate transfer students who are admitted with less than a 2.0 overall grade point average must achieve a minimum SHSU grade point average of 2.0 at the close of the semester or summer semester for which the student is admitted or the student will be placed on probation. If the student achieves a current term GPA 2.0 or higher but fails to achieve a minimum of a 2.0 SHSU grade point average at the close of the next semester or summer semester following the start of the probation, the student will be placed on continued probation. If an enrolled student on probation or continued probation fails to achieve a current term GPA of 2.0 or higher at the close of the next semester or summer semester following the start of the probation or continued probation, the student will be suspended.
- 3.04 Academic actions are based on the total SHSU academic record and are implemented at the close of the fall semester, the spring semester, and summer semester.
- 3.05 The SHSU grade point average is based only on course work at SHSU for which the student earns the grade of A, B, C, D, or F. The marks of Q, W, CR, NC, IP, and X are not counted as hours attempted in computing the SHSU grade point average. The marks earned in developmental courses (CR* and NC*) also are not counted as hours attempted in computing the SHSU grade point average.
- 3.06 Deficient grade points on transferred work must be made up sufficiently in order to earn a degree at SHSU.
- 3.07 Only hours earned at SHSU and hours accepted in transfer from other institutions will count toward the student's classification and graduation. Credit earned in developmental courses is not used in determining the classification of a student by hours completed. In addition, developmental courses may not be used to satisfy any degree requirements at SHSU.
- 3.08 The official classification is determined by the Registrar.
- 3.09 Credit awarded by examination and hours earned with the mark of CR are counted in determining classification but are not included in determining grade point average.

- 3.10 Students on academic probation or continued probation, or students readmitted on academic probation, are eligible for all extracurricular activities as governed by the rules of the specific program or activity, which may be more restrictive.

4. REMOVAL OF ACADEMIC PROBATION FOR UNDERGRADUATE STUDENTS

The student will be removed from probation or continued probation at the close of the semester or summer semester in which the student's SHSU grade point average reaches 2.0 or higher.

5. READMISSION TO UNDERGRADUATE STUDIES AFTER SUSPENSION

- 5.01 The period of academic suspension and the subsequent readmission of a student on academic probation are based on the entire SHSU academic record. Readmission from suspension must be approved by the academic dean of the college to which the student will enroll at the time of their readmission. The petition for readmission must be made in writing.
- 5.02 Students who are readmitted after suspension for the first time are required to enroll in UNIV 3001.
- 5.03 Students who are subject to suspension under the stated terms of the Academic Probation, Suspension, Dismissal, and Termination policy and register for enrollment at SHSU do so at their own risk, and monies paid for fees and tuition are subject to the refund regulations as stated in the SHSU catalog.

6. APPEALS PROCESS FOR PROBATION, SUSPENSION, DISMISSAL, OR TERMINATION FOR UNDERGRADUATE STUDENTS

A student who believes they have been wrongly placed on probation, continued probation, or suspension or wrongly dismissed or terminated may appeal using the following procedures:

- 6.01 The student must first appeal to the associate dean in the appropriate college for a resolution and must do so in writing within ten (10) working days following the notification of probation, suspension, or termination. The associate dean must respond to the appeal in writing within ten (10) working days of receipt.

- 6.02 If the appeal to the associate dean is not satisfactorily resolved, the student may appeal in writing to the academic dean in the appropriate college within ten (10) working days following the associate dean's decision. The academic dean must respond to the appeal in writing within ten (10) working days of receipt.
 - 6.03 If the appeal is not resolved with the academic dean, the student may appeal in writing to the Provost and Sr. Vice President for Academic Affairs, or their designee, within ten (10) working days following the academic dean's decision. The decision of the Provost and Sr. Vice President for Academic Affairs or their designee is final.
 - 6.04 Per Academic Policy Statement 900823, section 2.05, some programs are permitted to establish internal academic grievance procedures, subject to the approval of the Provost and Sr. Vice President for Academic Affairs. Such academic grievance procedures take precedence over the academic grievance procedures described in sections 6.01, 6.02, and 6.03 of this policy.
7. ACADEMIC GOOD STANDING FOR GRADUATE AND PROFESSIONAL STUDENTS (excluding students in the College of Osteopathic Medicine, addressed in Section 11, *et seq.*, of this policy)
- 7.01 A minimum grade point average of 3.0 is required in all graduate course work. All grades earned at SHSU (A, B, C, F) in courses listed for graduate credit on the student's official Degree Plan will be included in computing the grade point average. The marks of Q, W, CR, NC, IP, and X are not counted as hours attempted in computing the SHSU grade point average.
 - 7.02 Grades earned at another institution may not be used to remove a grade of "C" or lower earned at SHSU.
 - 7.03 The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points.
 - 7.04 Graduate and professional programs may establish additional standards for academic performance, including professional expectations in association with clinical settings, licensing, certification, and/or accreditation. Graduate programs must clearly document and make available to students any academic performance standards in writing, subject to approval by the program coordinator, department chair/program director (when applicable), academic dean, Dean of Graduate Studies, Office of General Counsel, and Provost and Sr. Vice President for

Academic Affairs. These academic performance standards shall be subject to review as a component of the seven-year graduate program review.

8. ACADEMIC PROBATION, TERMINATION, OR DISMISSAL FOR GRADUATE STUDENTS

- 8.01 A graduate student who falls below a 3.0 SHSU grade point average at the close of any semester or summer semester during which one (1) or more semester hours are attempted will be placed on probation. Two (2) summer sessions are equivalent to one (1) long semester. If an enrolled student on probation fails to achieve a minimum of a 3.0 SHSU grade point average at the close of the next semester following the start of the probation, the student will be terminated from graduate studies.
- 8.02 A graduate student who earns a grade of F in any graduate course at SHSU will be terminated from graduate studies.
- 8.03 A student who earns a grade of C in any course at SHSU (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee of the department or college graduate faculty. The committee will recommend an appropriate remediation for the student.
- 8.04 A student who fails to meet any approved program-specific standards for academic performance, including professionalism standards, in consonance with section 7.04 of this policy may be dismissed from the program and not permitted to register for courses in the program.
- 8.05 Students on academic probation, or students readmitted on academic probation, are eligible for all extracurricular activities as governed by the rules of the specific program or activity, which may be more restrictive.

9. REMOVAL OF ACADEMIC PROBATION FOR GRADUATE STUDENTS

The student will be removed from probation at the close of the semester or summer semester in which the SHSU grade point average achieves the required standard.

10. APPEALS PROCESS FOR TERMINATION AND DISMISSAL FOR GRADUATE STUDENTS

A student who believes they have been wrongly dismissed or terminated from graduate studies may appeal using the following procedures:

- 10.01 The student must first appeal to the graduate advisor for a resolution and must do so in writing and within ten (10) working days following the notification of probation, termination, or dismissal. The graduate advisor must respond to the appeal in writing within ten (10) working days of receipt.
- 10.02 If the appeal to the graduate advisor is not satisfactorily resolved, the student may appeal in writing to the chair of the department within ten (10) working days following the graduate advisor's decision. The department chair must respond to the appeal in writing within ten (10) working days of receipt.

The student may appeal the decision of the chair in writing to the appropriate academic dean within ten (10) working days following the chair's decision. The academic dean may elect to create appeal committees at the program, department/school, or college level to hear student appeals for readmission. These committees will be charged with making a recommendation to the academic dean. The academic dean must respond to the appeal in writing within ten (10) working days of receipt of the appeal or the committee's recommendation, if any.

- 10.03 If the appeal is not resolved with the academic dean, the student may appeal in writing to the Provost and Sr. Vice President for Academic Affairs, or their designee, within ten (10) working days following the academic dean's decision. The decision of the Provost and Sr. Vice President for Academic Affairs or their designee is final.
- 10.04 Per Academic Policy Statement 900823, section 2.05, some programs are permitted to establish internal academic grievance procedures, subject to the approval of the Provost and Sr. Vice President for Academic Affairs. Such academic grievance procedures take precedence over the academic grievance procedures described in sections 10.01, 10.02, and 10.03 of this policy.

The following applies to students enrolled in Sam Houston State University's College of Osteopathic Medicine (SHSU-COM) only.

11. ACADEMIC GOOD STANDING FOR OSTEOPATHIC MEDICAL STUDENTS

Students are considered to be in good academic standing when they have passed all courses/blocks/rotations in the curriculum to date and demonstrate competency in professionalism as defined by the American Association of Colleges of Osteopathic Medicine (AACOM).

12. ACADEMIC DEFICIENCY, PROBATION, AND DISMISSAL FOR OSTEOPATHIC MEDICAL STUDENTS

12.01 Academic deficiency for osteopathic medical students is defined as a course/block/rotation failure or a professionalism competency concern. A student with an academic deficiency will be referred to the SHSU-COM's Student Promotion and Academic Progress Committee (SPAP). The SPAP will make a recommendation to the dean as to whether the student is placed on probation or dismissed. The dean shall make the final decision.

12.02 A student shall be dismissed from the SHSU-COM if the SPAP determines that the student has not performed satisfactorily in academic pursuits, does not demonstrate competencies to pursue the assigned course of study, or has been deemed by the SPAP unfit to continue the study of osteopathic medicine. The student shall be notified in writing of the action of the SPAP. SPAP shall respond to academic deficiencies as follows:

- a. A student who fails a first attempt at remediation of a course/block/rotation will be placed on automatic probation by the SPAP. Remediation in the medical education context may be described as a "course correction." A student who failed a course/block/rotation is given an opportunity to complete a first remediation (which is a retest remediation). If a student fails to complete a course or block, the remediation will be to complete the required part of the course or block that was incomplete. If the student fails the first remediation (retest) or fails to complete the incomplete course or block, they will be placed on probation by the SPAP.
- b. A student who unsatisfactorily completes a second remediation of a course/block/rotation will continue on academic probation, and the SPAP will review to determine whether the student is required to repeat the academic year or be dismissed.

- c. A student who unsatisfactorily completes remediation of two courses/blocks/rotations at the end of a semester will be placed on academic probation and SPAP will review to determine whether the student is required to repeat the academic year or be dismissed.
- d. A student who unsatisfactorily performs in two (2) or more courses/blocks/rotations (during one semester) will be subject to SPAP review and dismissal from SHSU-COM, unless the student demonstrates extenuating circumstances to the SPAP. Extenuating circumstances are unforeseeable or unpreventable circumstances that are likely to have a material impact on a student's academic performance and/or ability to engage with their studies.
- e. A student who repeats a year and performs unsatisfactorily in one (1) course/block/rotation will be subject to SPAP review and dismissal from SHSU-COM, unless the student demonstrates extenuating circumstances to the SPAP.
- f. A student who is unable to pass the COMLEX 1 exam within one (1) year after completion of year two (2) coursework or three (3) unsuccessful attempts will be subject to SPAP review and possible dismissal from the SHSU-COM.
- g. A student who is unable to pass both the COMLEX 2 CE and PE within three (3) attempts will be subject to review by the SPAP and possible dismissal from the SHSU-COM.

13. REMOVAL OF ACADEMIC PROBATION FOR OSTEOPATHIC MEDICAL STUDENTS

A student is removed from active academic probation when all course/block/rotation failures or professionalism concerns are successfully remediated. Students with a history of academic probation will be monitored periodically (*e.g.*, monthly), and the student's performance reviewed on an annual basis for the remainder of their enrollment at SHSU-COM.

14. APPEALS PROCESS FOR DISMISSAL FOR OSTEOPATHIC MEDICAL STUDENTS

A student who believes he or she has been wrongly dismissed may appeal using the following procedures:

- 14.01 A student may appeal a decision by the SPAP within ten (10) working days of the decision by submitting a written notice of appeal with a detailed basis for the request to the SHSU-COM Dean through the Associate Dean for Educational Affairs.
- 14.02 The dean may issue the decision or appoint an appeals committee comprised of three (3) senior faculty members and/or Assistant/Associate Deans to make a recommendation to the dean. The Associate Dean for Educational Affairs and the Chair of the SPAP or designee will serve as ex officio members of the committee. Within ten (10) working days, the committee will make a recommendation on the appeal to the dean.
- a. The appeals committee will convene a meeting within ten (10) working days of appointment to consider the student's appeal.
 - b. The committee may independently collect information relevant to resolving the appeal.
 - c. At the appeals meeting, the student may present a statement to the appeals committee and respond to questions from the committee. Both the appeals committee and student may present relevant witnesses. Should information or witnesses be either repetitious or irrelevant, the appeals committee shall take action to expedite the proceedings. Within two (2) working days of the conclusion of the hearing, the appeals committee shall forward its written recommendation to the dean.
 - d. If the appeal is not resolved with the academic dean to the satisfaction of the student, he or she may appeal in writing to the Provost and Sr. Vice President for Academic Affairs, or their designee, within ten (10) working days following the academic dean's decision. The decision of the Provost and Sr. Vice President for Academic Affairs or their designee is final.

APPROVED: _____<signed>_____
Alisa White, Ph.D., President

DATE: _____5/24/2023_____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: March 12, 1991
Reviewer: Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2026

Approved: <signed>
Michael T. Stephenson, Ph.D.
Provost and Sr. Vice President
for Academic Affairs

Date: 5/9/2023

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.