

**THE UNIVERSITY OF WEST FLORIDA  
NOTICE OF PROPOSED REGULATION AMENDMENT**

**REGULATION TITLE:**

*UWF/REG - 3.008 Academic Probation, Suspension, Reinstatement*

**SUMMARY:**

Although repeal of this regulation was approved by the UWF BOT at its September 30, 2015 meeting, the repeal is being withdrawn because it was not approved by the Board of Governors. Amendment of the regulation is being proposed as follows:

UWF/REG 3.008, *Academic Probation, Suspension, Reinstatement*, was initially adopted on October 1, 1975 and was last amended on April 6, 1980. Since much of the language in this regulation is outdated and requires substantial revision in order to be consistent with the University catalog, entirely new language is proposed to replace the current language. A change in the title of the regulation is also proposed to: *UWF/REG 3.008 Academic Probation, Suspension, Reinstatement and Dismissal for Undergraduate, Graduate, and Non-Degree Seeking Students*.

The current regulation addresses probation, suspension and reinstatement for undergraduate and graduate students. The proposed regulation addresses each category of student in a separate section: undergraduate, masters, doctoral and non-degree students. A definition of good standing was added to each section, and appeal processes were added so students could appeal suspensions and dismissals. In addition the following changes are proposed:

Proposed changes to the section related to Undergraduate students include: an academic warning process was added to provide notification to students that academic improvement is needed, the terms of academic suspension were re-defined, obsolete references were removed, and the actions necessary to return to good standing or be reinstated were clarified.

Proposed changes to the section related to Master's degree students include: the terms for academic probation and suspension were clarified, the actions necessary to return to good standing were clarified, specific bases for appealing suspension decisions were added, information regarding reinstatement was added and a dismissal policy was added.

A new section is proposed for Doctoral students which includes provisions related to: good academic standing, academic probation, returning to good standing, academic suspension, applications for admission while a student is on probation or suspension, appeal of suspension, reinstatement after suspension, program dismissal and appeal of program dismissal.

Also proposed is a section for Non-Degree Students which includes academic warning, probation, suspension and reinstatement.

**AUTHORITY:** Board of Governors Regulation 1.001(4).

**THE PERSON TO BE CONTACTED REGARDING THE REGULATION IS:** Anita Schonberger, Deputy General Counsel at [aschonberger@uwf.edu](mailto:aschonberger@uwf.edu), 474-3420 (tel), 850-857-6058 (fax), or 11000 University Parkway, Pensacola, Florida 32514. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before Wednesday, November 18, 2015.

**NAME OF PERSON ORIGINATING PROPOSED REGULATION:**  
Dr. George Ellenberg, Vice Provost, Office of Academic Affairs, Bldg. 10.

**THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE IS: November 3, 2015. THE DATE THIS NOTICE WAS PUBLISHED IN “@UWF”: November 9, 2015.**

**SUBSTANTIAL REWORDING OF THIS REGULATION IS PROPOSED. THEREFORE, BOTH THE FULL TEXT OF THE CURRENT REGULATION AND THE FULL TEXT OF THE PROPOSED AMENDMENT TO THE REGUALTION IS SHOWN BELOW:**

### **CURRENT REGULATION**

#### **University of West Florida Regulations**

#### **UWF/REG-3.008 Academic Probation, Suspension, Reinstatement.**

(1) Undergraduate Policy and Procedures: An undergraduate degree-seeking student will be placed on academic

probation or admitted to the University on probation, if after completion of fifteen (15) hours grades fall below a cumulative 2.0 grade point average in courses earned at the University, or if a student registers for only one course and fails that course.

(a) Students on probation may return to good standing by meeting the requirements specified in their notice of probation. Failure to meet these requirements causes the student to be subject to academic suspension.

(b) A student on probation is not eligible for office in any student organization and cannot represent the University in any official capacity during the term of the probation.

(c) The decision to suspend a student for academic reasons is made by the Dean of the College on the recommendations of the committee charged to administer the provision of this rule.

(d) Notification to the student and to the Office of the Director of Registration and Records is the responsibility of the college.

(e) A student under academic suspension may not enroll as a regular or special student at any of the University's campuses or centers.

(f) After suspension for at least one quarter, a student may request reinstatement by notifying in writing the

Dean of the college which suspended him/her at least two weeks in advance of the first day of classes of the quarter for which reinstatement is requested. A student who has been recommended for reinstatement must file an application for readmission with the Office of Registration and Records.

(2) Graduate Policy and Procedures: A graduate degree-seeking student admitted in a graduate program will be placed on probation by the department or coordinating authority at

the completion of the quarter during which the cumulative grade point average falls below 3.0. The student will be informed in writing by the department with a copy sent to the Office of Registration and Records.

(a) A student having probationary status may return to good standing by achieving a cumulative average of 3.0 no later than at the completion of fifteen quarter hours of graduate work following the period in which probation was assigned. Courses in which a student earns a grade of "P" are not considered in the evaluation of academic standing.

(b) Probationary status may be continued beyond fifteen hours of graduate work only on the recommendation of the College Academic Standards Committee and the approval of the Dean.

(c) A graduate student who does not return to good standing within the period designated will be suspended from the program. The student will be informed of the action in writing by the department or coordinating authority with a copy to the Registrar.

(d) Students suspended from a program may, with the approval of the prospective department chairman or coordinating authority and Dean, apply for admission to another graduate program if the requirements for admission to that program are met.

(e) Students suspended from a program may be considered for reinstatement after the lapse of one academic quarter, during which the student is not enrolled at The University of West Florida. The student may petition for reinstatement by presenting evidence of eligibility in writing to the Dean of the College.

(f) A graduate student may appeal probation or suspension in writing to the Dean of the college, who may refer the matter to the Academic Standards Committee.

*Specific Authority 120.53(1)(c), 240.227(1) FS., BOR Rule 6C-4.001(1), F.A.C. Law Implemented 120.53(1)(c), 240.227(1) FS., BOR Rule 6C-4.001(1), F.A.C. History—New 10-1-75, Amended 4-6-80, Formerly 6C6-3.08.*

## **PROPOSED REGULATION (Revised)**

### **University of West Florida Regulations**

### **UWF/REG-3.008 Academic Probation, Suspension, Reinstatement and Dismissal for Undergraduate, Graduate, and Non-Degree Seeking Students.**

#### **A. Undergraduate Degree-Seeking Students**

(1) **Good Academic Standing:** An undergraduate degree-seeking student who is on probation or on suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.

(2) **Academic Warning:** An Academic Warning formally notifies a student that academic improvement is needed. A student who has received an Academic Warning is in good academic standing, as the student is neither on probation nor suspended.

(3) **Academic Probation:** A student with a *cumulative* UWF GPA below 2.00 will be placed on academic probation.

(4) **Returning to Good Academic Standing:** A student on Academic Probation may return to good academic standing by achieving a *cumulative* UWF GPA of 2.00 for the next academic semester of attendance following the date that the student was placed on Academic Probation.

(5) **Academic Suspension:** A student who is on Academic Probation and whose *cumulative* UWF GPA remains below 2.00, and who does not earn at least a UWF *semester* GPA of 2.30, will be subject to Academic Suspension from the University. Departments may establish a GPA requirement higher than a 2.30 and other criteria such as completing a minimum number of hours and minimum course grade. Criteria above the University GPA minimums will be stated in the catalog. A student on academic suspension is not eligible to register for or attend academic classes at UWF. The dean of the college in which the student is enrolled makes the final decision regarding which students are placed on or removed from Academic Suspension.

(6) **Reinstatement After Academic Suspension:** A student who is suspended a third time is not eligible for reinstatement at the University. A student who has been suspended fewer than three times may apply for reinstatement following the procedures in effect for the semester in which the student desires to be reinstated. A student must be reinstated by the college in which the student was placed on suspension. Change of major can only occur after the reinstatement.

(7) **Appeal of Academic Suspension:** An undergraduate student may appeal an Academic Suspension to the Provost (or designee). The following are the permitted bases for requesting an appeal:

- (a) there was a death in the immediate family of the student (parent, spouse, child or sibling),
- (b) the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies,
- (c) a member of the student's immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and
- (d) the student was called to active military service or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

(8) **Undergraduate Dismissal Policy** (individual undergraduate programs may have stricter guidelines listed in the University catalog)

Students can be dismissed from an undergraduate program by the college dean for the following reasons:

- (a) failing to meet professional standards of the discipline,
  - (b) denied reinstatement after academic suspension,
  - (c) being suspended for the third time.
- (9) **Appeal of Dismissal:** An undergraduate degree-seeking student may appeal a dismissal in writing to the Provost (or designee).

## **B. Graduate Degree-Seeking Students**

### **(1) Master's and Specialist Degree-Seeking Students**

- (a) **Good Academic Standing:** A master's or specialist degree-seeking student who is on Academic Probation or on Academic Suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.
- (b) **Academic Probation:** A student will be placed on Academic Probation by the dean of the college in which the student is enrolled at the completion of the semester during which his or her *cumulative* UWF graduate GPA falls below 3.0.
- (c) **Returning to Good Academic Standing:** A student on Academic Probation may return to good academic standing by achieving a *cumulative* UWF GPA of 3.0 for the next academic semester of attendance following the date that the student was placed on Academic Probation.
- (d) **Academic Suspension:** A student not achieving a *cumulative* UWF GPA of 3.0 during any semester while he or she is on Academic Probation may be placed on Academic Suspension from the program. The dean of the college in which the student is enrolled makes the final decision, based on input from the respective college committee, on whether the student is placed on or remains on academic suspension.
- (e) **Applications while on Academic Probation or Academic Suspension:** With the approval of the department chairperson and college dean for the program from which the student was on probation or suspension, a student on Academic Probation or Academic Suspension from a graduate program may apply for admission to another UWF graduate program provided requirements for admission to that program are met.

(f) **Appeal of Academic Suspension:** A graduate student may appeal an Academic Suspension in writing to the Provost (or designee). The following are the permitted bases for requesting an appeal:

(i) there was a death in the immediate family of the student (parent, spouse, child or sibling),

(ii) the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies,

(iii) a member of the student's immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and

(iv) the student was called to active military service, or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

(g) **Reinstatement after Academic Suspension**

A student suspended from a graduate program may be considered for reinstatement by the dean of the academic college after the lapse of one academic semester during which the student is not enrolled at UWF.

In the first semester of approved reinstatement a student who achieves a *semester* UWF GPA higher than 3.0, but a *cumulative* UWF GPA lower than 3.0 will continue on Academic Probation. A student who fails to achieve a *semester* GPA of higher than 3.0 in the first semester of approved reinstatement will be suspended from the program.

(h) **Master's and Specialist Dismissal Policy** (individual master's and specialist programs may have stricter guidelines listed in the University catalog)

Students can be dismissed from a master's or specialist program for the following reasons:

(i) failing to meet academic standards,

(ii) failing to make sufficient progress towards a degree as determined by department,

(iii) failing to meet professional standards of the discipline,

(iv) denied reinstatement after academic suspension,

(v) failing to apply for reinstatement in the 3 semesters following the semester of suspension,

or

(vi) being suspended for the second time.

(i) **Appeal of Dismissal:** A master's or specialist degree-seeking student may appeal a dismissal in writing to the Provost (or designee).

## **(2) Doctoral Degree-Seeking Students**

(a) **Good Academic Standing:** A doctoral degree-seeking student who is on Academic Probation or on Academic Suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.

(b) **Academic Probation:** A student will be placed on Academic Probation by the dean of the college in which the student is enrolled at the completion of the semester during which his or her *cumulative* UWF GPA falls below 3.25.

(c) **Returning to Good Academic Standing:** A student on Academic Probation may return to good standing by achieving a *cumulative* UWF GPA of 3.25 for the next academic semester of attendance following the date that the student was placed on Academic Probation.

(d) **Academic Suspension:** A student not achieving a *cumulative* UWF GPA of 3.25 during any semester while he or she is on Academic Probation may be placed on Academic Suspension from the program. The dean of the college in which the student is enrolled makes the final decision, based on input from the respective college committee, regarding which students are placed on or removed from Academic Suspension. However, students who have three consecutive semesters on probation must be placed on suspension.

(e) **Applications while on Academic Probation or Academic Suspension:** With the approval of the department chairperson and college dean, a student on Academic Probation or Academic Suspension from a doctoral program may apply for admission to another UWF graduate program provided requirements for admission to that program are met.

(f) **Appeal of Academic Suspension:** A doctoral student may appeal Academic Suspension in writing to the Provost (or designee). The following are the permitted bases for requesting an appeal:

- (i) there was a death in the immediate family of the student (parent, spouse, child or sibling),
- (ii) the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies,

(iii) a member of the student's immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and

(iv) the student was called to active military service, or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

**(g) Reinstatement after Academic Suspension:**

A student suspended from a doctoral program may be considered for reinstatement by the academic college dean after the lapse of one academic semester during which the student is not enrolled at UWF.

In the first semester of approved reinstatement a student who achieves a *semester* UWF GPA higher than 3.25, but a *cumulative* UWF GPA lower than 3.25 will continue on Academic Probation. A student who fails to achieve a *semester* GPA of higher than 3.25 in the first semester of approved reinstatement will be suspended from the program. A student who has been suspended three times is not eligible for reinstatement.

**(h) Doctoral Dismissal Policy** (individual graduate programs may have stricter guidelines listed in the University catalog)

Students can be dismissed from a graduate program for the following reasons:

- (i) failing to meet academic standards,
- (ii) failing to make sufficient progress towards a degree as determined by department,
- (iii) failing to meet professional standards of the discipline,
- (iv) denied reinstatement after academic suspension,
- (v) failing to apply for reinstatement in the 3 semesters following the semester of suspension,  
or
- (vi) being suspended for the second time.

(i) **Appeal of Dismissal:** A doctoral student may appeal a dismissal in writing to the Provost (or designee).

### **C. Non-Degree Students**

A student who is not seeking a degree while at UWF, but enrolls in classes is classified as a Non-Degree Student. Although not seeking a degree, such a student is subject to the same Academic



Warning, Academic Probation, Academic Suspension, and Reinstatement policies as a degree-seeking student by level of courses in which the student enrolled.

*History – Formerly 6C6-3.008 adopted 10/1/75, amended 4/6/80. Converted to UWF/REG 3.008-7/21/05, Amended \_\_\_\_\_.*