

**University of West Florida Regulation
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 12/10/15.