1. GENERAL

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

2. ACADEMIC GOOD STANDING FOR UNDERGRADUATE STUDENTS

2.01 Academic good standing is defined as a minimum 2.0 grade point average for all academic courses for which degree credit is earned.

2.02 The appropriate academic dean may place on probation or 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.

3. ACADEMIC PROBATION OR SUSPENSION FOR UNDERGRADUATE STUDENTS

3.01 An undergraduate student who falls below a 2.0 overall 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 to be a unit equivalent to a semester. If an enrolled student on probation fails to achieve a minimum of a 2.0 overall grade point average at the close of the next semester or summer semester following the starting of the probation, the student will be suspended.

3.02 Undergraduate transfer students who are admitted with less than a 2.0 overall grade point average must achieve a minimum overall grade point average (including all transfer work) 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 fails to achieve a minimum of a 2.0 overall grade point average at the close of the next semester or summer semester following the starting of the probation, the student will be suspended.
3.03 Academic actions are based on the total Sam Houston State University record and are implemented at the close of the fall semester, the spring semester, and summer semester.

3.04 The cumulative grade point average is based only on course work at Sam Houston State University 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 cumulative grade point average. The marks earned in developmental courses (A*, B*, C*, D*, F*, CR*, and NC*) also are not counted as hours attempted in computing the cumulative grade point average.

3.05 Deficient grade points on transferred work must be made up sufficiently in order to earn a degree at Sam Houston State University.

3.06 Only hours earned at Sam Houston State University 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.

3.07 The official classification is determined by the Registrar.

3.08 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.

4. REMOVAL OF ACADEMIC PROBATION FOR UNDERGRADUATE STUDENTS

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

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 Sam Houston State University academic record. Readmission from suspension must be approved by the academic dean of the college in which the student was enrolled at the time of his/her suspension. The petition for readmission must be made in writing.
5.02 Students who are subject to suspension under the stated terms of the Academic Probation, Suspension, and Termination policy and register for enrollment at Sam Houston State University do so at their own risk and monies paid for fees and tuition are subject to the refund regulations as stated in the Sam Houston State University catalog.

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

A student who believes he or she has been wrongly placed on probation, suspension, or has been 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 and 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 Vice President for Academic Affairs, or his/her designee, within ten (10) working days following the academic dean’s decision. The decision of the Provost and Vice President for Academic Affairs is final.

7. ACADEMIC GOOD STANDING FOR GRADUATE STUDENTS

7.01 A minimum grade point average of 3.0 is required in all graduate course work. All grades earned (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 cumulative grade point average.

7.02 Grades earned at another institution may not be used to remove a grade of “C” or lower earned at Sam Houston State University.

7.03 The appropriate academic dean may place on probation, retain on probation or terminate any student deficient in grade points.
8. ACADEMIC PROBATION OR TERMINATION FOR GRADUATE STUDENTS

8.01 A graduate student who falls below a 3.0 overall 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. Two summer sessions are equivalent to one long semester. If an enrolled student on probation fails to achieve a minimum of a 3.0 overall grade point average at the close of the next semester following the starting 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 will be terminated from graduate studies.

8.03 A student who earns a grade of C in any course (repeated or distinct course) within the academic program may have his/her graduate status reviewed by a committee of the department or college graduate faculty. The committee will recommend an appropriate remediation for the student. A student who earns two grades of C in distinct or repeated courses within their academic program will be terminated from graduate studies. Those students who earn a second or subsequent grade of C in any combination of courses within their academic program during the semester or summer session of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term.

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 cumulative grade point average achieves the required standard.

10. APPEALS PROCESS FOR TERMINATION FOR GRADUATE STUDENTS

A student who believes he or she has been wrongly 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 or termination. 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.

10.03 If the appeal is not resolved with the academic dean, the student may appeal in writing to the Provost and Vice President for Academic Affairs, or his/her designee, within ten (10) working days following the academic dean’s decision. The decision of the Provost is final.

The following applies to osteopathic medical students 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 College of Osteopathic Medicine’s Student Promotion and Academic Progress Committee (SPAP). The SPAP will determine whether the student is either placed on probation or dismissed.

12.02 A student shall be dismissed 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. The first failure of remediation of a course/block/rotation results in the student being placed on automatic probation by the SPAP.

b. Unsatisfactory second remediation of a course/block/rotation results in continued probationary status, and SPAP review to determine whether the student is required to repeat the academic year or be dismissed.

c. Unsatisfactory remediation of two courses/blocks/rotations at the end of a semester results in probationary status and SPAP review to determine whether the student is required to repeat the academic year or be dismissed.

d. Unsatisfactory performance obtained in two or more courses/blocks/rotations (during one semester) results in SPAP review and student’s dismissal, unless the student demonstrates extenuating circumstances to the SPAP.

e. A student that repeats a year and performs unsatisfactorily in one course/block/rotation, results in SPAP review and student’s dismissal, unless the student demonstrates extenuating circumstances to the SPAP.

f. Inability to pass the COMLEX 1 exam within one year after the completion of Year two coursework or three unsuccessful attempts results in SPAP review and possible dismissal.

g. Inability to pass both the COMLEX 2 CE and PE within three attempts results in review by the SPAP and possible dismissal.

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 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 that 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 five (5) business days of the decision by submitting a written notice of appeal with a detailed basis for the request to the Dean through the Associate Dean for Educational Affairs.

14.02 The Dean may issue the decision alone or appoint an appeals committee comprised of three 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) business days, the committee will make a recommendation on the appeal to dean.

   a. The Appeals Committee will convene a meeting within ten (10) business days of appointment to consider the student's appeal.

   b. The committee may independently collect information relevant to resolving the appeal.

   c. At the appeal meeting, the student may present a statement to the appeals committee and answer questions. 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. At 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 Vice President for Academic Affairs, or his/her designee, within ten (10) working days following the academic dean’s decision. The decision of the Provost is final.

   APPROVED: _______ < signed > ________

   Dana G. Hoyt, President

   DATED: _______ 10/10/18 ________
CERTIFICATION STATEMENT

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

Original: March 12, 1991
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Approved: < signed > Date: 10/10/18
Richard Eglser
Provost and Vice President
for Academic Affairs

*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.