

Academic Suspension – Rev. 10/08/2020

What is Academic Suspension?

If you are on academic probation and your semester GPA falls below the required 2.0 for undergraduates or 3.0 for graduate students, you will be placed on academic suspension. Reinstatement from academic suspension is not automatic. You must petition the administrator indicated below in order to request consideration for reinstatement from suspension. If you are suspended, you will not be able to enroll, audit, or visit classes for a period of time until you are reinstated. Suspension timeline is as follows:

- First suspension - one semester
- Second suspension - one year
- Third suspension - after one year
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When can you return to UHCL?

Suspension and the end of:	First Suspension:	Second Suspension:	Third Suspension:
Fall	Following Summer	Spring of the following academic year	Spring of the following academic year
Spring	Following Fall	Summer of the following academic year	Summer of the following academic year
Summer	Following Spring	Fall of the following academic year	Fall of the following academic year

Reinstatement Process for First or Second Suspension

After serving your suspension period, before you can apply for reinstatement to UHCL, you must:

Determine whether you will remain in the degree program for which you were previously enrolled. If you are not seeking to change majors upon your return, you will need to submit a request for reinstatement to the associate dean of your college. If you intend to change your degree program, you will need to speak to an academic adviser in the college of your desired program, complete an Academic Record Change form, and send that form along with your reinstatement petition to the associate dean of the college housing your desired program.

Your written reinstatement petition should address 1) the circumstances that led to your academic difficulties, 2) how your circumstances have changed and 3) what steps you intend to take to improve your academic performance if you are reinstated. If you took courses at another institution while under suspension at UHCL, you should attach a copy of transcripts showing your academic activity. Be sure to ask institutions you have attended during your absence from UHCL to send your transcripts to the UHCL Office of Admissions. You may also be asked to

provide additional documentation to support the identified circumstances that led to your academic difficulties. If you are applying for reinstatement after a year of non-enrollment at UHCL, once you are reinstated, you will need to submit a new admissions application and pay the appropriate application fee.

Reinstatement decisions will be made by the associate dean of your college, or of the college to which you wish to transfer to in consultation with the department chair and designated program faculty. The international student adviser should be notified of the decision, if applicable. In addition to consultation with the faculty, the associate dean will consult with any and all appropriate offices who could have knowledge of the student (e.g. academic advising, student success, etc.). Decisions made by the associate dean may be appealed in writing to the dean of the college within 15 calendar days of the associate dean's communication of the reinstatement decision.

Reinstatement Process for Third Suspension

If you have been suspended for a third time, you may petition for reinstatement by writing to the associate dean of your college after a year of sitting out from your work at UHCL. Reinstatement is not automatic. The gravity of the circumstances and the academic history will be considered in determining if the petition should be granted. You may not apply for early reinstatement after the second suspension.

Your written petition should address 1) the circumstances that led to your academic difficulties, 2) how your circumstances have changed and 3) what steps you intend to take to improve your academic performance if you are reinstated. If upon reinstatement you wish to change majors, you must include a completed Academic Record Change form with your petition. If you took courses at another institution while under suspension at UHCL, you should attach a copy of transcripts showing your academic activity. Be sure to ask institutions you have attended during your absence from UHCL to send your transcripts to the UHCL Office of Admissions. You may also be asked to provide additional documentation to support the identified circumstances that led to your academic difficulties.

The final decision to reinstate after the third suspension will be made by the Vice Provost in consultation with your program faculty, college administrators and all appropriate offices who could have knowledge of your situation.

Early Reinstatement

If extenuating circumstances beyond your control affected your academic performance, you may submit a petition in writing for early reinstatement to the associate dean of your college or the college to which you are transferring. You may only apply for early reinstatement after the first or second suspension. No early reinstatement will be considered for the third suspension. Early reinstatement is not automatic. The gravity of the circumstances and the academic history will be considered in determining if the petition should be granted. The final decision to grant early reinstatement will be made by the Vice Provost in consultation with your program faculty, college administrators and all appropriate offices who could have knowledge of your situation.

Your written petition for early reinstatement should address 1) the circumstances that led to your academic difficulties, 2) how your circumstances have changed 3) the basis for your request to return from academic suspension early and 4) what steps you intend to take to improve your academic performance if you receive early reinstatement. If upon early reinstatement you wish to change majors, you must include a completed Academic Record Change form with your petition. If you took courses at another institution while under suspension at UHCL, you should attach a copy of transcripts showing your academic activity. Be sure to ask institutions you have attended during your absence from UHCL to send your transcripts to the UHCL Office of Admissions. You may also be asked to provide additional documentation to support the identified circumstances that led to your academic difficulties and reason for early reinstatement.

After Reinstatement

Once you are reinstated, your academic standing will change from academic suspension to academic probation. You will be placed under mandatory academic counseling until you return to good standing. This designation means that as long as you are on probation you will have a registration hold that will require you to meet with your academic adviser in order to register for classes. The administrator authorizing your reinstatement may also stipulate additional conditions until you return to good standing, such as limiting the number of hours you may take, specifying courses that must be completed, or designating the course delivery mode for classes to be taken.

If students are allowed to enter the university after academic suspension, they enter on academic probation and will remain in that status until their cumulative GPA meets the minimum requirement of 2.000 for undergraduate students. A student who is reinstated must undergo mandatory advising and a registration hold will be placed on his/her record until such time that he/she returns to academic good standing. Disciplinary suspensions are not covered by this policy. For details of the UHCL disciplinary policy, see the Student Handbook.