



Campus Administrative Policy

Policy Title: Academic Probation and Suspension for Undergraduates

Policy Number: 7016 Functional Area: **Student Affairs**

Effective: January 1, 2012
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Date Scheduled for Review: July 1, 2019
Supersedes: Academic Probation and Suspension for Undergraduates, August 15, 2010

Approved by: Roderick Nairn, Provost and Executive Vice Chancellor for Academic and Student Affairs

Prepared by: Undergraduate Working Group

Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Denver Undergraduate Students

A. INTRODUCTION

The CU Denver Campus of the University of Colorado Denver has a long-standing practice of handling undergraduate academic probation and suspension. The previous policy, recognizing only probation and suspension, did not allow for desired intervention and assistance to students who are under academic probation. This policy delineates a second level of academic probation, and establishes procedures for registration control and academic assistance for undergraduate students.

B. POLICY STATEMENT

The policy establishes three levels of student status—good standing, probation, and suspension—that are consistent with current and past practices. However, within the colleges, students are classified as being either on probation or restricted probation. The two levels of probation: 1) allow for a student to have an additional semester of probation before automatically being suspended; and 2) allow student advising to be a vehicle for intervention and assistance to the student to assist him/her in returning to good standing

from academic probation.

C. PROCEDURES

1. Early Alert (program to identify students' academic difficulties early in the semester)
 - a. Student's faculty member notifies academic advisor of academic difficulties via Early Alert system.
 - b. Academic advisor notifies student via university email of Early Alert, encourages student to make appointment.
 - c. Advisor may place advising service indicator on student's registration. Service indicators are "flags" placed on a student's record that prevent the student from registering until he/she deals with the reason for being flagged.
 - d. Requires that student contact the advisor (usually via face-to-face appointment) to discuss the Alert, possible ramifications (such as academic probation), and resources available.
 - e. Advisor will release service indicator for registration upon satisfactory contact with student.
 - f. No restrictions on enrollment or class load at this time

2. Academic Probation
 - a. Student's cumulative CU GPA (grade point average) falls below 2.000. (Individual colleges and schools may trigger probation if GPA in the major falls below 2.000.)
 - b. Student notified via university e-mail and regular postal mail of status.
 - c. Advisor places advising hold on student's registration each and every term until the cumulative GPA is raised to 2.000 or better.
 - d. Academic probation entails:
 - i. Appointment with student's academic advisor.
 - ii. Advisor gives student Academic Success packet.
 - iii. Student must complete packet and make second appointment with academic advisor.
 - iv. During second appointment, student and advisor review packet, talk about options and resources.
 - v. Advisor refers student to the office of Financial Aid and Scholarships and/or the Office of International Affairs, as applicable, to discuss ramifications of academic probation (see #3 "Restricted Probation").
 - vi. Student is unable to register for term until the packet is completed and student has met with advisor.
 - vii. Student is then able to register as usual.
 - viii. Student must earn 2.300 semester GPA each and every semester, including summer term, regardless of number of credit hours attempted, until cumulative GPA is raised to 2.000 or better.
 - e. Student has five attendance semesters or 30 hours to improve cumulative CU GPA to 2.000
 - f. Once cumulative GPA reaches 2.000 or better, student is considered in good standing, and advising service indicators are no longer placed on student's registration.

- g. If student fails to achieve 2.300 or better while on academic probation in any given semester, student is placed on “restricted probation” and notified via university e-mail.

“Restricted” probation is not a separate identifier in Campus Solutions (the computerized student record system). It is still listed as probation; however, the restricted status is maintained within the school or college documents.

3. Restricted probation entails:

- a. Appointment with student’s academic advisor.
- b. Student is advised to register for no more than two classes and/or six credits.
- c. Delivery method (i.e. online) may be restricted.
- d. Student and advisor will determine best courses to take.
- e. Student must achieve 2.300 semester GPA.
- f. Student remains on restricted academic probation until he/she achieves good standing or is suspended.

International Student Status has additional restrictions. International students must also contact the Office of International Affairs.

4. Academic Suspension

- a. Student fails to earn 2.300 semester GPA required during restricted academic probation.
- b. Student is notified via e-mail and certified postal letter when he/she is placed on academic suspension.
- c. All e-mails are tracked in Campus Solutions audit trail for probation.
- d. Suspension entails:
 - i. Student is unable to attend University of Colorado Denver for one year/three semesters (including summer term).
 - ii. Student can either (1) attend another institution and demonstrate improved academic performance (minimum GPA at second institution must be 2.750) or (2) use the time off to address issues directly contributing to student’s academic difficulties.
 - iii. Student may petition the individual college’s appellate committee (or Undergraduate Experiences appellate committee) for readmission after the required suspension term. It is recommended that the student apply early to allow time for adequate review.
 - iv. Students must meet and document at least one of the following criteria:
 - a) Attendance at another regionally accredited college/university wherein they completed a minimum of 12 credit hours transferable to their degree with a cumulative GPA of at least 2.750.
 - b) Explanation of their previous academic difficulty and demonstration of what has changed, and how this will allow

him/her to now achieve and maintain good academic standing (including a semester GPA of at least 2.300 and a cumulative GPA of at least 2.000).

5. If a student is granted readmission, he/she will be readmitted on restricted academic probation. These students must meet the conditions of restricted academic probation as described above.
6. Subsequent Suspension
 - a. Students on suspension a second time may be readmitted to the university only by petition to the college's appellate committee.
 - b. Students will only be considered for readmission if they have demonstrated significant improvement in academic performance at the college/university level.

Notes

1. Dates of official enactment and amendments:

August 15, 2010: Adopted / Approved by the Provost

January 1, 2011: Amended

January 1, 2012: Amended

February 1, 2019: Modified

2. History:

January 1, 2011: Added definition of "Early Alert" and of "flag" on student record.

February 1, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

3. Initial Policy Effective Date: August 15, 2010

4. Cross References/Appendix: N/A