



Questions, Answers, and Facts about Academic Probation

Q. What is Academic Probation and how did it happen to ME?

A. Academic Probation is a WARNING that your grades are dangerously low and you are in peril of being suspended from Western. (Suspended is usually called "flunking out." Definitely something to avoid at all costs!) You were placed on Academic Probation because your grade point average (GPA) fell below a certain level. The exact index level changes depending on where you are in your college career. A student is placed on **academic probation** if that student falls into any of the following categories:

- Is in the first semester of enrollment at Western (regardless of the number of credit hours for which the student enrolled) and receives a semester GPA below 1.500
- Has attempted fewer than 10 credit hours and has less than a 1.750 cumulative GPA at the end of a non-probationary semester
- Has attempted between 10 and 44 credit hours and has less than a 1.880 cumulative GPA at the end of a non-probationary semester
- Has attempted 45 or more credit hours and has less than a 2.000 cumulative GPA at the end of a non-probationary semester

Q. So, now what do I do?

A. Evaluate your situation and honestly answer this question..."Why did I end up on Probation?" This is no time to place blame or fault, the damage is done. Try to determine the reason for your grade problems and then you can plan to raise your GPA during the next semester. That is the only way to get off Probation and avoid being suspended.

Q. I only took ONE course?!? How can I go on Probation? I'm not even a full-time student.

A. Western makes no distinction between full-or part-time status for Probation. If your grades fall below those in any of the categories, you are placed on Probation. For many students taking just "one little course," and receiving a D or F will do it.

Q. How did I get an F in a course that I thought that I dropped\withdrew?

A. First of all, you need to ask yourself a few questions. How did you drop\withdraw the course? Did you simply stop going to class? Did you fill out the appropriate paper work with the Registration Services Office? You may drop a course online. Withdrawing from a course is a formal procedure requiring a drop slip that is given to Registration Services before a specified date and signed by your instructor. Just because you stopped going to class does NOT mean you dropped the course. You were still officially enrolled, since you were not dropped, and the F is a very real grade on your record.

Q. What is a TF?

A. This means "Technical Failure." If a student does not formally withdraw from a course, but stops going to class the instructor may assign a TF. "TF" is assigned "0.000" grade points for purposes of computing GPAs.

Q. HOLD IT!! D is a passing grade. How can I go on Probation if I didn't flunk anything?

A. Remember, Probation is a WARNING! D is for danger! You are too close to failing for Western to ignore your situation. So, we give you a jolt and remind you how close you really are. We want you to stay in school. There is a big difference between a D and an F. If you received a D, you received a passing grade and that may be all you need. However, a course with an F means you have failed it and probably will have to repeat it.

Q. Should I repeat a course where I received an F or a D?

A. Repeating the course is usually the best option you have. If it is a required course you will have to pass it one of these days anyway, the sooner the better! Western will calculate your GPA with the most recent grade, not necessarily the best grade. If you received a D in a class, repeat it and earn an F, the F will figure in the GPA rather than the D. Hopefully, repeating a course you've already been through should allow you to earn a better grade.

Q. I don't think the instructor gave me the right grade. Now I'm on Probation. What do I do? Can I appeal a grade?

A. In either case, contact the instructor if there is a grading error. There is a procedure for an instructor to follow to change a grade. There is also a procedure for students to follow if they want to appeal a grade. For information on grade appeals, read the Student Handbook and contact the Academic Affairs Office.



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Q. What is academic suspension and how close am I to being suspended?

A. Good Question! You can continue at Western for an additional probationary semester(s) by receiving at least a 2.000 semester GPA (even though your cumulative GPA has not risen to the required level).

Next, understand that you can be suspended for the following reasons according to Western's Academic Policy, a student on Probation (that's you) will be suspended if:

- Students who have attempted fewer than 10 credit hours and have less than a 1.750 cumulative GPA at the end of a probationary semester are placed on academic suspension.
- Students who have attempted between 10 and 44 credit hours and have less than a 1.880 cumulative GPA at the end of a probationary semester are placed on academic suspension.
- Student who have attempted 45 or more credit hours and have less than a 2.000 cumulative GPA at the end of a probationary semester are placed on academic suspension.

Additionally, any student who earns less than a 1.000 GPA in any semester may be placed on academic probation.

Q. Will my faculty advisor or instructors be told I'm on Probation?

A. Advisors, yes, and instructors, no. Your advisor needs to know how you are doing to give you the best possible academic advice. Instructors won't know unless you tell them, and that's up to you.

Q. Now I've really got a problem! The course I failed was a prerequisite to a course I want to take next semester. I've advance registered too.

A. Go directly to Drop and Add! (Do not pass go, do not collect \$200!) Don't even think about taking the next course when you've failed the prerequisite. You are just setting yourself up for another failure. And two semesters of poor grades in a row will almost assure you of an academic suspension...and THAT you do want to avoid. Although, most instructors will automatically drop you from the class if you do not meet the prerequisite.

Q. I need help scheduling for next semester. I sure don't want to be suspended. Probation is bad enough!

A. Welcome to a concept called "Strategic Scheduling." Strategic Scheduling is, simply, scheduling with a strategy. Your goal is to get the highest grades possible to raise your GPA and leave Probation behind you. That is your overall objective and you should choose classes accordingly.

Keep these ideas in mind:

- Repeat a course you've already taken to improve your GPA.
- Reduce the number of credit hours you are taking for the semester. Before you resist this because you HAVE to be a full-time student for financial aid, find out if you really do. Financial aid is available for students who are not full-time students.
- Enroll in courses that you know you can do well in. Every student has strong areas. Know which are yours and take advantage of them NOW!
- Instead of choosing a division that meets only once or twice a week, enroll in one that meets more frequently. Small doses of knowledge are easier to take than one long session.
- Take a HARD look at your overall use of time. There are only 168 hours per week and classes, studying and transportation can use up great amounts in a hurry. How many hours are you at work? Full-time employment to support a family is one thing but a part-time job for spending money is something else. Reduce your hours at work if you can. Reduce outside activity until after the next semester. You're in academic trouble right now and need all your time to get your grades up. That's your top priority.