

# Oklahoma State University Policy and Procedures

## REINSTATEMENT OF UNDERGRADUATE STUDENTS AFTER ACADEMIC SUSPENSION

2-0802  
ACADEMIC  
AFFAIRS  
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### GENERAL STATEMENT

1.01 The "Policy Statement on Admission To, Retention In, and Transfer Among Colleges and Universities of the State System," set forth by the Oklahoma State Regents for Higher Education (OSRHE), authorizes the establishment of an academic suspension appeals process (Part II, section D.2).

1.02 The OSRHE policy for academic suspension appeals is as follows:

*Institutions have the discretion to establish an academic suspension appeals procedure. Such procedures should allow appropriate discretion in deserving cases. Academic suspension appeal procedures should require that the suspended student document any extraordinary personal circumstances that contributed to his/her academic deficiencies. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Such appeals decisions should be made only following the thoughtful deliberation of an appropriate committee which may include faculty, students, and administrators. Any institutional policies and procedures developed for the appeal of academic suspension decisions must be submitted to and approved by the State Regents. Annual reports detailing all decisions concerning appeals requests will be submitted to the State Regents.*

### ACADEMIC SUSPENSION APPEAL

#### POLICY

2.01 Those students who are academically suspended from the institution will be ineligible to enroll for a minimum of one regular semester (fall or spring) (see exception for seniors in 2.02). However, the human equation involved in such actions dictates that an appeals procedure be afforded suspended students. If students win such an appeal, they will be eligible to continue their enrollment.

2.02 A student who has earned 90 or more hours in a specified degree program will be allowed, with approval from his or her college, to enroll in up to 15 additional hours in the following semester. The student must earn a minimum 2.0 each semester or

raise his or her cumulative graduation retention GPA to 2.0 or above in order to avoid suspension. This exception must be approved by the Director of Student Academic Services or Associate Dean for Instruction in the student's college, in the form of a letter to the registrar's office. This option can only be exercised once per student.

2.03 A student who has been suspended a second time from OSU cannot return to the University until such time the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards. The only students who may be reinstated after a second suspension are seniors who have not used their one-time, senior (90 or more hours) exception (see 2.02).

### PROCEDURE

3.01 The suspended student will be mailed the academic reinstatement petition by the Office of Academic Affairs or may print it from the student information system when accessing their grades. The petition must be returned to the college Director of Student Academic Services by the submission deadline (see 3.05).

3.02 The student must provide appropriate documentation of extraordinary personal circumstances such as:

- A. The death of an immediate relative
- B. a serious illness
- C. severe financial distress
- D. direct, significant work conflicts
- E. unexpected, substantial family obligations
- F. personal crisis

3.03 The student must explain how this circumstance affected his or her academic performance and what steps have been taken to prevent the problem from happening again.

3.04 Students who are concurrently enrolled in another college or university during the semester must submit an official transcript from the institution. If the Office of Undergraduate Admissions posts the transfer courses on the student's transcript or the student attaches an official transcript by the deadline (see 3.05), and the transfer credits raise the student's cumulative retention graduation GPA to OSU retention standards, the student may submit a petition to have the suspension removed from his/her academic record. These petitions do not require review by the Reinstatement Appeals Review Board (below); they will be processed by the Office of the Registrar.

3.05 Students must submit the petition to the Office of Student Academic Services in their college no later than 12 noon three working days prior to the beginning of the

next semester or summer session. (For example, a student suspended at the end of the spring semester must submit his/her petition no later than three working days prior to the beginning of the summer session, even if the student is seeking reinstatement for the fall semester.)

3.06 The college student academic services office will deliver the petition and all supporting documentation to the Office of Academic Affairs, 101 Whitehurst, no later than 12 noon two working days prior to the beginning of the next semester or summer session.

3.07 Appeals are reviewed by the Reinstatement Appeals Review Board. The Board is made up of one faculty member from each of the academic colleges (not including Veterinary Medicine) and a representative of the Academic Standards and Policies Committee of Faculty Council. Current members of the Board elect one faculty member as a Chair and another as a Co-Chair. The Director of Student Academic Services for the student's college meets with the Board to discuss the appeal.

3.08 Students are responsible for contacting the Director of Student Academic Services in their college between noon and 4:00pm on the Friday before the next semester starts to learn of the Board's decision.

3.09 If a student's petition is approved, staff in the Office of Academic Affairs will notify the Registrar's Office. Students reinstated by the Review Board will be placed on academic probation. If they do not earn a semester GPA of 2.0 or greater they will be suspended for a second time and thus cannot appeal for immediate reinstatement (unless they are seniors who have not used their one-time senior exception).

3.10 Students reinstated by the Review Board will retain the academic suspension notation on their transcript.

3.11 Requests for late appeals will be accepted through the first two days of classes. Late appeals must include everything listed above plus a letter explaining why the petition is being filed late. Reasons listed below will NOT result in approval for a late appeal.

- A. student's lack of knowledge or misunderstanding of the deadline
- B. student did not know he or she was suspended
- C. waiting on results of a class taken after grades were submitted

After the start of the third day of classes appeals will NOT be accepted.

The student's enrollment will be cancelled on the Friday prior to the beginning of classes. If the late appeal is granted by the Board the student must enroll in classes that are available when his/her reinstatement is granted.

3.12 The Associate Vice President for Undergraduate Education and the Chair of the Reinstatement Appeals Board will determine if the late appeal will be sent to the Board for review.

3.13 The Registrar will cancel enrollments for students whose appeals are denied and those who have been suspended for a second time.

### SUMMER REINSTATEMENT PROGRAM

#### POLICY

4.01 Only students who are placed on academic suspension for the FIRST TIME at the end of the spring semester are eligible for the Summer Reinstatement Program. This program offers an alternative to the reinstatement appeals process that allows students to gain eligibility for continued enrollment in the fall semester.

4.02 To be eligible for continued enrollment in the fall semester after a spring suspension, a student enrolled in this program must earn either a summer GPA of 2.0 or higher or raise his/her graduation retention GPA to the minimum standard. This requirement must be achieved by enrolling at OSU and completing a minimum of six (6) semester credit hours in core academic courses that meet either general education requirements or other specified degree requirements, according to course criteria summarized below. Course work may be taken in any session of the 11-week OSU summer term.

4.03 The following criteria determine whether a course can be used to meet summer reinstatement criteria:

- A. Must be OSU courses taught on the Stillwater campus, or OSU courses at OSU-Tulsa. Courses taught through Independent Study may not be used.
- B. Must be core academic courses with either a general education designation or meet other specified requirements for student's degree program; degree program electives are allowed with approval of adviser and Student Academic Services Director
- C. Must be regularly-graded (not Pass/Fail) courses
- D. A course repeat, according to repeat policy guidelines, is allowed with adviser's approval
- E. A single five-credit hour course will meet the minimum six-credit hour program requirement

4.04 Courses that cannot be used to meet summer reinstatement criteria are:

- A. Courses taken at other institutions (excluding OSU courses taken at OSU-Tulsa)
- B. Off-campus outreach courses (this includes distance education courses)
- C. Transfer courses
- D. Courses offered by OSU Independent Study
- E. Courses related to minors, double majors, and teacher certification endorsements that are not specified requirements for the student's degree program
- F. Activity, performance and remedial courses (except required music performance courses for music majors)
- G. Pass/no pass courses
- H. Courses that deviate from the calendar, and begin prior to the first summer term and/or end after the last summer term
- I. Courses resulting in an incomplete grade must be completed by the Friday prior to the beginning of fall classes.

4.05 Enrollment Agreements for Summer Reinstatement will be accepted through the final enrollment day of the last summer session if classes that meet the criteria in section 4.03 are available. However, if the contract is not received by the Registrar by the Friday before the 8 week session begins, the Registrar will cancel summer and fall enrollment.

4.06 Failure to meet the requirements for continued enrollment will result in a "Suspension Continued" notation on the student's academic record, and the student will not be eligible to appeal for reinstatement at the conclusion of the summer term. The Registrar will cancel any enrollment in the fall semester.

#### PROCEDURE

5.01 The student must submit an approved Enrollment Agreement for Summer Reinstatement – including signatures of student, adviser and college Director of Student Academic Services – to Registration Services (321 Student Union) or Enrollment Services in Tulsa no later than the final enrollment day of the last summer session.

5.02 Authorization to enroll in the summer term does not imply that a student is eligible for financial aid. Therefore, reinstated students who receive financial aid must contact the financial aid office to determine if they are eligible to continue receiving financial aid.

#### HELPFUL TERMS

*Academic Probation:* Any student with fewer than 30 credit hours and a graduation retention GPA below 1.7 and students with 30 or more credit hours with a cumulative graduation retention GPA below 2.0

*Academic Suspension:* Any student on academic probation the previous semester who failed to achieve a semester GPA of 2.0 or to raise her/his graduation retention GPA to the required retention level the next semester – including the summer semester. This applies to regularly graded coursework, not including activity or performance courses.

*Retention Graduation GPA* includes all courses with a recorded grade except courses repeated or reprieved, remedial courses, and activity or performance courses.

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Faculty Council, February 14, 2006  
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