

Catalog Change Form

Document # _____
Date Received _____

CATALOG YEAR _____
(Please use separate form for each add/change)

COLLEGE/SCHOOL/SECTION: _____

Course: Add: ___ Delete: ___
(check all that apply) Change: Number ___ Title ___ SCH ___ Description ___ Prerequisite ___
New course will be part of major ___ minor ___ as a required ___
or elective ___ course
New course will introduce ___, reinforce ___, or apply ___ concepts

If new, provide Course Prefix, Number, Title, **Measurable** Student Learning Outcomes, SCH Value, Description, prerequisite, and lecture/lab hours if applicable. If in current online catalog, provide change and attach text with changes in red and provide a brief justification.

Program: Add: ___ Change: ___ Attach new/changed Program of Study description and 4-year plan. If in current catalog, provide change and attach page with changes in red.

Minor: Add: ___ Delete: ___ Change: ___ Attach new/changed minor. If in current catalog, provide change and attach page with changes in red.

Faculty: Add: ___ Delete: ___ Change: ___ Attach new/changed faculty entry. If in current catalog, provide change and attach page with changes in red.

College Introductory Pages: Add information: ___ Change information: ___
Attach new/changed information. If in current catalog, provide change and attach page with changes in red.

Other: Add information: x **Change information:** x **Attach new/changed information.** If in current catalog, provide change and attach page with changes in red.

Proposed Change: Rewording of academic probation and academic suspension policy and procedures for undergraduate students

Rationale for change: Change and accompanying materials are needed to provide students more support and guidance, while also closely monitoring their academic progress. These materials have been reviewed and endorsed by the Provost, Associate Provost, Associate Vice President for Academic Affairs, Deans, Associate Dean for Student Success, and Registrar.

Approvals:	Signature	Date
Chair Department Curriculum Committee	_____	_____
Chair Department	_____	_____
Chair College Curriculum Committee	_____	_____
Dean	_____	_____
Associate Provost	Juan R. Lira <small>Digitally signed by Juan R. Lira DN: cn=Juan R. Lira, o=Texas A and M International University, ou=Associate Provost, email=jrlra@tamui.edu, c=US Date: 2010.05.15 13:16:21 -0500</small>	_____

CURRENT CATALOG STATEMENT

Academic Probation

Students will be placed on Academic Probation at the conclusion of any long semester (fall or spring) when their semester grade point average **or** institutional cumulative grade point average, at TAMIU, falls below 2.0. Such students are encouraged to participate to the fullest in [academic support programs](#) and to seek academic advising. Students who have been placed on Academic Probation will be removed from such probation at the conclusion of the semester or summer term, at this university, when they have achieved the required semester **and** institutional cumulative grade point average of a 2.0 or better. Students who achieve the required semester **or** institutional cumulative grade point average for their classification can continue to enroll at the institution on *Continued Probation*.

Academic Suspension

Students who have been placed on Academic Probation, and fail to achieve the minimum semester grade point average **and** institutional cumulative grade point average during the next long semester, will be placed on Academic Suspension. The student may petition through the Office of the University Registrar to register again on Academic Probation after a required absence from the University of one long semester, or longer.

Removal of Academic Suspension Status by Summer Study

Students placed on Academic Suspension at the end of the spring semester are eligible to attend the subsequent summer sessions at TAMIU. If the student achieves a semester **and** institutional cumulative grade point average of 2.0 or better at the conclusion of the summer terms, the Academic Suspension status will be removed. Students who achieve the required semester or institutional cumulative grade point average for their classification can continue to enroll at the institution on *Continued Probation*.

PROPOSED CATALOG STATEMENT

Academic Probation

Students will be placed on Academic Probation at the conclusion of any long semester (fall or spring) when their institutional cumulative grade point average at Texas A&M International University (TAMIU) falls below 2.0. Such students are encouraged to participate to the fullest in academic support programs and to seek academic advising. Students who have been placed on Academic Probation will be allowed to enroll for one additional long semester in an attempt to achieve the required institutional cumulative grade point average of 2.0 or better.

Academic Suspension

Students who have been placed on Academic Probation, and fail to achieve the minimum institutional cumulative grade point average during the next long semester will be placed on Academic Suspension. Students on Academic Suspension will be required to sit out one long semester and may re-enroll after such absence under Academic Probation. Prior to enrolling, the returning student must meet with an academic advisor to develop an academic improvement plan. The advisor will then meet with the student at the end of the semester to monitor the student's progress in meeting established goals and determine appropriate subsequent actions.

The student may appeal the Academic Suspension to the Dean of the College or the Dean's designate in which he/she is pursuing a degree by submitting a petition for academic reinstatement and a student self-assessment. If the petition is approved, the student will be permitted to enroll on Academic Probation. Prior to enrolling, the returning student must meet with the dean to develop an academic improvement plan. The dean or designate will meet with the student at the end of the semester to monitor the student's progress in meeting established goals and determine appropriate subsequent actions.

Removal of Academic Suspension Status by Summer Study

Students placed on Academic Suspension at the end of the spring semester are eligible to attend the subsequent summer sessions at TAMIU. If the student achieves an institutional cumulative grade point average of 2.0 or better at the conclusion of the summer terms, the Academic Suspension status will be removed.

(Copies of *Petition for Academic Reinstatement While on Academic Suspension* and *Student Self-Assessment* are provided separately.)

PETITION FOR ACADEMIC REINSTATEMENT WHILE ON ACADEMIC SUSPENSION

This petition is to be completed and submitted to the College Dean's Office **no later than 5 days prior to the beginning of the semester** for which the student wishes to register. Filing this petition does not guarantee approval. Final approval or denial will be determined by the College Dean.

Student Name: _____ A#: _____
Address: _____ Phone: _____
E-mail: _____

Seeking reinstatement
for: _____ 20 _____
Semester or Term Year
Seeking reinstatement as: _____
Degree Major

Please submit the following documents along with this Petition:***

1. Unofficial university transcript
2. Copy of current degree audit
3. Student Self-Assessment Form

*** Incomplete submissions will not be reviewed or considered by College Dean.

Please note: If your Petition for Reinstatement is approved, you will be reinstated on a probationary status. Reinstatement does not imply that student financial aid will also be reinstated. It is your responsibility to contact the Office of Financial Aid to address any issues pertaining to this office.

I hereby certify that all statements included in this petition are true and that to the best of my knowledge I have not omitted any relevant information.

Student's Signature Date

Approved Denied _____
Signature of Department Chair Date

Approved Denied _____
Signature of College Dean Date

Processed by: _____
Signature of University Registrar Date

Student Self-Assessment

Name

ID#

Date

Academic Issues

List the classes in which you had no absences:

List the classes in which you had more than 3 absences:

Check the item(s) below to indicate how you deal with obstacles to understanding material presented in class:

- Speak with professor
- Speak with advisor or mentor
- Go to tutoring or Supplemental Instruction
- Join a study group
- Other (please describe):

- Don't do anything

Check the following types of tests with which you experience difficulty, if applicable.

- Multiple Choice
- Essay
- Fill-in-the-blank
- Short Answer
- True/False
- Performance-Based / Hands-On Demonstrations
- Other (please specify):
- I do not have difficulty taking tests.

Check the response(s) below to indicate your preferred learning style(s), if you know:

- Visual
- Auditory
- Tactile/Kinesthetic
- Don't know

Do you experience academic difficulties in large classes (e.g., 75 students or more)?

Do you have difficulty concentrating when you read?

Have you ever taken a class for which you did not understand the syllabus?

Have you ever taken classes that you either did not like or did not hold your attention?
If so, list them below.

List campus resources that you know offer special services to students:

Which of these resources have you used?

Do you have a quiet place to study with no distractions?

Do you think you need to consider changing your major? Why or why not?

Have you passed all the courses you have taken that were related to your major?

Personal Issues

Did you have personal issues that impacted your studies?

Examples are:

- Worried about parents' expectations
- Financial concerns
- Little or no motivation
- Homesick
- Relationships
- Health problems
- Use of alcohol and/or drugs

Did you work during the previous semester?

If yes, how many hours per week?

Was your work on or off-campus?

In which student organizations are you an active member?

Please provide specific and detailed answers to the questions below.

What do you believe were the most important reasons for your academic difficulty?

How do you plan to improve your grades this semester?

What kind of help do you believe you need to improve academically?

Identify two (2) resources you will use while on academic probation to enhance your academic performance.

How will your demands on your time be different this semester?

What is your GPA?

What do you predict your GPA will be at the end of the next semester?