



## Policies and Regulations Applicable to Undergraduate Academic Continuance

The College's continuance standards keep students on track toward graduation. They are intended to identify students who are not being successful so that resources can be provided and an intervention can be made.

### **Continuance Standards for Fulltime Students (Continuance Standards for Flex Track students can be found in the Undergraduate Course Catalog under Academic Regulations)**

After each semester of full-time enrollment, the student must meet the minimum levels of academic progress established by the College and applied by the Committee on Academic Status. The minimum requirements for Continuance for undergraduates are the following cumulative grade point averages and credits earned at William and Mary, including grade point averages and credits earned at William and Mary summer school:

Semesters at William and Mary	W&M Cumulative GPA	W&M Cumulative Credits
1	1.7	9
2	1.7	21
3	1.85	33
4	2.0	48
5	2.0	60
6	2.0	72
7	2.0	84
8	2.0	96
9	2.0	108
10	2.0	120

#### **NOTE:**

- Only W&M credit will count in determining whether students are meeting Continuance Standards. Transfer, Advanced Placement (AP) and International Baccalaureate (IB) credits will not count for this purpose; although, as specified by regulations in the Catalog, these credits may count toward 120 credits required for graduation and toward general education and concentration requirements.
- Transfer students as well as freshmen begin at the College under the Continuance Standards for semester one in the above list.
- Students whose academic work falls below the minimum cumulative GPA and/or cumulative credit Continuance Standards will be placed on probation for the following semester.
- Students who are not placed on probation, but whose semester GPA falls below 2.0 in any semester will receive an Academic Warning from the Office of the Dean of Students.

- An **unclassified student (non-degree seeking)** enrolled in 12 or more academic hours must meet the above Continuance Standards applicable to the regularly enrolled student.
- Students may petition the Committee on Academic Status for individual exceptions to the above Continuance Standards. (Petition forms are available at the Office of the Dean of Students or on the Web at [www.wm.edu/deanofstudents](http://www.wm.edu/deanofstudents).)

### **Academic Probation**

Full-time students placed on academic probation or continued on probation:

- May not enroll in more than 16 credit hours per semester.
- May not have incompletes the semester of probation.
- Must earn a 2.0 semester GPA or better and pass at least 12 credits or they will be suspended at the end of the semester.
- Must participate in the Academic Intervention Program administered by the Office of the Dean of Students during their probationary semester. A pre-registration HOLD is placed on the student's account and will not be lifted until the student has met the requirements of this mandatory program.
- Must meet with their Academic Advisor before registering for the subsequent semester.
- Will be given a second semester to bring their academic work up to or beyond the Cumulative Continuance Standards **IF** they have met the semester probation requirement of earning at least 12 credits with a 2.0 or better GPA but not the Cumulative Continuance Standard for that semester. The student will be placed on continued probation and is required to continue participation in the Academic Intervention Program.
- Students who do not meet the conditions of probation will be suspended from the College for academic deficiencies. Those suspended for academic deficiencies are not in good standing with the College and not automatically eligible for readmission. The Dean of Students will not process an application for readmission from a student who has been suspended unless the student has been reinstated to good standing by the Committee on Academic Status.

### **Summer School and Probation**

Students who are placed on probation for the first time, or are continued on probation at the end of a semester but earned at least a 2.0 GPA and 12 credits during that semester, will be removed from probation if they meet their Cumulative Continuance Standards by the end of summer school. This applies only for course work at W&M. Determination of eligibility for removal from probation will be done at the end of that summer school.

### **Academic Suspensions and Appeals**

An academic suspension constitutes a complete severance from the College. A student who believes that special circumstances in his/her situation should be taken into consideration may appeal. It is highly recommended that a student communicate with staff in the Office of the Dean of Students prior to making an appeal. A student appeals by submitting a written statement of the circumstances and conditions affecting his/her academic performance to the Committee on Academic Status. Details for appeal deadlines are printed in the student's letter of suspension. When appealing a second and final academic suspension, a student may request to appear before the Committee on Academic Status in person.

## **Academic Work while Suspended**

A student who has been suspended from the College due to academic deficiency may not audit courses at William and Mary or register for courses on a credit basis. In addition, even though the student may complete satisfactory work at another institution while he/she is not in good standing at the College, such credits will not be transferred and will not count toward the student's progress at William and Mary.

## **Reinstatement to Good Standing**

### **Requirements/Expectations after a First Suspension**

To be reinstated to good standing, a student who has been suspended must present convincing evidence that he/she has eliminated or corrected the factors that were responsible for the academic failure. The student provides such evidence in several ways.

- The Committee expects the student to complete two courses at another institution, earning grades of "B" or better. These courses cannot be taken on-line or at W&M. The credits earned while a student is not in good standing at the College will not transfer and do not count toward a William and Mary degree. These courses, however, may help the student strengthen a weak background and demonstrate to the Committee academic responsibility.
- Successful employment during the period of suspension also is expected by the Committee. This work is viewed as an indication of maturity and seriousness of purpose. Many work skills are also skills related to successful academic achievement.
- Students may also profit from professional help if they are dealing with medical, family, financial, deficient academic skills, or other personal matters.

Reinstatement to good standing and readmission are not automatic. A student who has been suspended in May is eligible to apply after October 1 for review for reinstatement and readmission to the spring semester. A student suspended in January is eligible to apply after April 1 for review and readmission to the fall semester.

### **Reinstatement Process**

A student wishing to apply for reinstatement to good standing should do the following:

1. Petition the Committee on Academic Status in writing. Letters for reinstatement should be sent to the Office of the Dean of Students well in advance of registration for the fall and spring semesters. The letter should include
  - a. a detailed account of his/her activities during the period of suspension from the College,
  - b. a discussion of the factors that led to the academic failure,
  - c. a discussion of the manner in which these factors have been overcome, and an explanation of his/her current academic vocational goals.
  - d. a signature and contact information.
2. Arrange for transcripts of all courses the student has taken (or letters from professors of courses in progress) to be sent to the Dean of Students Office.
3. Have letters of reference from his/her employer/volunteer supervisor sent directly to the Office of the Dean of Students. Letters must be signed and on letterhead. If the

recommender does not have letterhead, a business card should be attached. Letters from next of kin cannot be accepted as sufficiently objective documentation for a character recommendation, an employer's letter of support, or the primary medical documentation necessary when requesting reinstatement with medical clearance.

### **Readmission to the College**

After a student receives notification that he/she has been reinstated to good standing and, if he/she wishes to be readmitted to William and Mary, the student should apply directly to the Dean of Students. A student may not apply for readmission until he/she has been reinstated to good standing. Students must apply for readmission no later than three weeks prior to the first day of classes.

### **Second Academic Suspension**

It is extremely unlikely that a student who is suspended twice from the College for academic deficiencies by the Committee on Academic Status will ever be reinstated to good standing.

### **Further information**

Questions concerning these policies should be addressed to the Office of the Dean of Students, Campus Center, Room 109, 757-221-2510—phone, 757-221-2302—TDD, 757-221-2538—Fax, or via [deanofstudents@wm.edu](mailto:deanofstudents@wm.edu).