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 Full-time 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:

<table>
<thead>
<tr>
<th>Semesters at William and Mary</th>
<th>W&amp;M Cumulative GPA</th>
<th>W&amp;M Cumulative Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.7</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>1.7</td>
<td>21</td>
</tr>
<tr>
<td>3</td>
<td>1.85</td>
<td>33</td>
</tr>
<tr>
<td>4</td>
<td>2.0</td>
<td>48</td>
</tr>
<tr>
<td>5</td>
<td>2.0</td>
<td>60</td>
</tr>
<tr>
<td>6</td>
<td>2.0</td>
<td>72</td>
</tr>
<tr>
<td>7</td>
<td>2.0</td>
<td>84</td>
</tr>
<tr>
<td>8</td>
<td>2.0</td>
<td>96</td>
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<tr>
<td>9</td>
<td>2.0</td>
<td>108</td>
</tr>
<tr>
<td>10</td>
<td>2.0</td>
<td>120</td>
</tr>
</tbody>
</table>

**NOTE:**

- Only W&M grades and 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.
- A **non degree seeking student** 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/forms](http://www.wm.edu/deanofstudents/forms)).

### 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 an 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 placed on probation for the first time, or who 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 summer school.

### Academic Suspensions and Appeals

An academic suspension constitutes a complete severance from the College. A student who believes that special and compelling 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.
Reinstatement to Good Standing

Requirements 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 must complete at least two courses at another institution, earning grades of “B” or better in each class attempted. These courses cannot be taken as independent study, on-line or at W&M and must be comparable to courses offered at the College. 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 will demonstrate to the Committee academic responsibility.

- Successful employment averaging at least 20 hours per week, during the period of suspension also is required 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. Comparable volunteer work with a non-profit agency may be substituted for paid employment.

- Students also may profit from professional help if they are dealing with medical, family, financial, deficient academic skills, or other personal matters.

Important Dates
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. If your intention is to return for spring semester, you will need to complete all the committee expectations and submit your application no later than November 15th. A student suspended in January is eligible to apply after April 1 for review and readmission to the fall semester. If your intention is to return for fall semester, you will need to complete all the committee expectations and submit your application no later than July 15. 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.

Reinstatement Process
To apply for reinstatement to good standing a student should do the following:

1. Petition the Committee on Academic Status in writing.
   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. An official transcript is required before readmission to the College.
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. Readmission can be delayed if there are holds or other encumbrances after readmission.

**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, 757-221-2538—Fax, or via deanofstudents@wm.edu.

May 23, 2012