

**Policy Number:** 107

**Subject/Title:** Academic Remediation Plan and Probation Steps

**Effective Date:** February 21, 2013

**Policy Statement:** In order to identify and help those students (degree-seeking, non-degree-seeking, and certificate students) who are having academic difficulty, defined by receiving a failing grade which has been documented in the student record, or the student has had two or more classes with a C grade, or has had any combination of four or more classes with a Withdrawal (W), or Incomplete (I), the Academic Remediation and Probation Steps Policy is established to address the issues early in a student's program before a status of probation becomes necessary.

**Reason for Policy:** Currently very few students are put on academic probation, even when they have significant academic difficulties. This plan will allow us to identify and help those students before more significant academic issues arise.

**Definitions:** N/A

**Scope and Audience:** All UTHealth SPH students

**Responsibilities and Procedures:**

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### Step 1

#### **Academic Remediation**

Academic remediation status will be put into effect by the Office of Academic Affairs and Student Services when a failing grade has been documented, or the student has had two or more classes with a C grade, or has had any combination of four or more classes with a Withdrawal (W), or Incomplete (I).

#### **Remediation Plan**

The Director of Academic Affairs will send a letter to the student and their advisor that requires the student to submit a plan for remediation. A hold will be placed on the student's record until a remediation plan is submitted to the director.

The plan should be developed by the advisor and the student and sent to the Director of Academic Affairs for approval. The plan should indicate what remediation needs to be completed in order for the student to be taken off remediation, the timetable for completion, and the consequences if the student does not meet the requirements and deadlines in the plan. The advisor and the student should sign a written description of the plan and timetable thereby agreeing to the terms recommended therein. A copy will be provided to the student and the Office of Academic Affairs and Student Services.

When the advisor agrees that the student has met the requirements of the remediation plan, the Director of Academic Affairs should be notified.

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## Step 2

### **Probation – Failure to Make Academic Progress**

The second time the student meets the criteria for academic remediation; they will be placed on academic probation and a probation remediation plan created. If the student fails to meet the probation remediation plan or they meet the criteria for a second probation, the school will recommend dismissal. Appeals of dismissal can be submitted to the Senior Associate Dean of Academic and Research Affairs. The Dean is the final arbitrator of dismissal.

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### **Related Policies, Forms and Information:**

[Academic Remediation/Probation Form](#)

[Administrative Policy 201 –Course Grading](#) *(for information on repeating courses)*

**History:** Approved by Academic Council: April 10, 2007

Revised by Academic Council: January 28, 2013

Endorsed by Executive Council: February 21, 2013

Approved by Academic Council: March 6, 2017 (updated to apply to non-degree-seeking and certificate students)

**Responsible Office/Contact Information:** Office of Academic Affairs and Student Services

Office Phone: 713-500-9032

E-mail: [sphstudentservices@uth.tmc.edu](mailto:sphstudentservices@uth.tmc.edu)