
Policy on Academic Probation, Academic Suspension, Academic Withdrawal and Expulsion

Title:	Academic Probation, Academic Suspension, Academic Withdrawal and Expulsion
Policy number:	POL 017
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Date of Senate approval if required	2007
Date of Board approval if required	06/12/2023
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Replacing or superseding information	Policies 2015-02-POL-AC and AC-001-05
Revision number	
Responsible Office	Academic Affairs
Accountable Officer	Vice President, Academic Affairs
Related legislation, regulation, policy, or policies	N/A
Appendix/Appendices	None

1. **Authority**

The Academic Senate.

2. **Purpose**

The objective of this policy is to establish guidelines and procedures that will regulate academic probation, academic suspension, academic withdrawal and expulsion.

3. **Scope**

This policy applies to University of The Bahamas students.

4. **Definitions**

N/A

5. **Policy Statement**

5.1. **General**

- 5.1.1. Students at University of The Bahamas (UB) are expected to maintain satisfactory academic standards and to work diligently towards the completion of their programme of study.
- 5.1.2. At the end of each semester, the University shall determine whether a student is in good academic standing, on academic probation, on academic suspension or on academic withdrawal. This determination is intended to provide students with the guidance necessary to ensure their academic success and achieve their academic goals.
- 5.1.3. All notations of academic probations, suspensions and withdrawals will be recorded on the permanent student record (transcript).

5.2. **Good Academic Standing**

- 5.2.1. Students are considered to be in good academic standing when they maintain a cumulative grade point average of 2.00 or higher. However, all students are encouraged to monitor their semester grade point average and to meet with their designated academic advisor if their semester grade point average falls below 2.00.

5.3. **Academic Probation**

- 5.3.1. Students are placed on academic probation if they fail to maintain a cumulative grade point average of 2.00.
- 5.3.2. Students on academic probation must meet with the following individuals:
 - 5.3.2.2 Academic Dean/Executive Director to discuss the terms of probation.
 - 5.3.2.3 Designated academic advisor to agree to a plan of action that will best help their academic progress. The plan of action
 - 5.3.2.3.1 could include courses to take or repeat, remedial work, supplemental instruction, peer tutoring, etc.
 - 5.3.2.3.2 must be submitted to the Chair/Academic Head of the School/Unit responsible for the programme of study and the Director of Counselling.
 - 5.3.2.3.3 must be monitored by the academic advisor throughout the probationary period to ensure the student's adherence to the plan.
- 5.3.3. Full-time students on academic probation may take a maximum of three courses (but no more than 11 credit hours) during the semester and one course (but no more than 5 credit hours) during the summer session.
- 5.3.4. Part-time students on academic probation may take one course during the semester and one course during the summer session.
- 5.3.5. Students on academic probation are ineligible to hold office in student organisations or student government or participate in intercollegiate activities.
- 5.3.6. Students who achieve a minimum cumulative grade point average of 2.00 within one year of being placed on probation will be removed from academic probation.
- 5.3.7. Students who fail to achieve a minimum cumulative grade point average of 2.00 after one year of being placed on probation will be placed on academic suspension.

5.3.8. Students may request, in writing to the Academic Dean/Executive Director, a one-semester extension of their probation, at least 4 weeks prior to the start of classes. Students will be allowed a maximum of 2 extensions only.

5.4. Academic Suspension

5.4.1. Academic Suspension is defined as the status of a student who, after one year of being placed on academic probation, fails to achieve a minimum cumulative grade point average of 2.00.

5.4.2. Students on academic suspension must meet with their Academic Dean/Executive Director to discuss the terms of academic suspension.

5.4.3. Students are ineligible to register for UB courses for one semester after being placed on suspension.

5.4.4. Students should consult with their designated academic advisor to devise a plan of action that could include remedial work, upgrading or supplemental instruction through Continuing Education and Lifelong Learning or another recognised institution.

5.4.5. Credits earned at another institution cannot be transferred to UB while on suspension from UB.

5.5. Readmission after Academic Suspension

5.5.1. Upon completion of their suspension, students must write their Academic Dean/Executive Director, requesting that they be allowed to register for courses. Such requests must be

5.5.1.1 submitted at least four (4) weeks prior to the start of classes.

5.5.1.2 accompanied, where applicable, by a one-page, typed description of the activities during the suspension period (for example, remedial work, upgrading, supplemental instruction) and appropriate supporting documentation.

5.5.2. Students on academic suspension who fail to register for classes for more than one year must submit the following to Admissions:

5.5.2.1 a completed application for readmission form; and

5.5.2.2 a one (1)-page, typed description of the activities taken to ensure success if the request for readmission is approved, along with supporting documentation.

5.5.3. Students will be reinstated on Academic Probation and will be subject to the rules and procedures governing probation.

5.5.4. Students who fail to achieve a minimum cumulative grade point average of 2.00 for the semester immediately following readmission after academic suspension will be placed on academic withdrawal.

5.6. Academic Withdrawal

5.6.1. Academic Withdrawal is defined as the status of a student who, after being placed on academic suspension and who fails to maintain a minimum cumulative grade point average of 2.00 for the semester immediately following readmission, is required to withdraw from the University.

5.6.2. Students on academic withdrawal must meet with their Academic Dean/ Executive Director to discuss the terms of academic withdrawal.

5.6.3. Students are ineligible to register for UB courses for one year and should consult their academic advisor to devise a plan of action.

5.6.4. Credits earned at another institution cannot be transferred to UB while on academic withdrawal from UB.

5.7. Readmission after Academic Withdrawal

5.7.1. Students who wish to return to UB after being placed on academic withdrawal must submit the following to Admissions:

5.7.1.1 a completed application for readmission form for consideration for the fall or spring semester only; and

5.7.1.2 a one-page, typed description of the activities taken to ensure success if the request for readmission is approved, along with supporting documentation.

5.7.2. Readmitted students will be placed on Academic Probation and will be subject to the rules and procedures governing probation.

5.8. **Expulsion**

5.8.1. Students who fail to achieve the minimum cumulative grade point average of 2.00 for the semester immediately following readmission after academic withdrawal will be expelled from the University.