

# Jennings A. Jones College of Business Middle Tennessee State University

## Probation Workshop



**If you are participating in this workshop it probably means that you are on probation.**

**Do you know why you were put on probation? Do you know what you need to do to keep from being suspended?**

# PROBATION/SUSPENSION POLICY

**Why am I on probation?**

The minimum grade point average (GPA) required to achieve the baccalaureate is **2.00**. An undergraduate student failing to meet both of the following standards during any term will be placed on academic probation for the subsequent term:

- a **2.00 GPA** for current term
- one of the following retention standards for the overall GPA:
  - **00 - 29.99** quality hours **1.50** cum GPA
  - **30 - 49.99** quality hours **1.80** cum GPA
  - **50 or more** quality hours **2.00** cum GPA

# What does this mean?

This means your current GPA is below a 2.0 **and** your overall GPA violates the retention standard that applies to you.

# REMEMBER

A student on academic probation who fails to meet **both** of the above standards during the **next** term in which enrolled will be **suspended**. Students previously suspended are not eligible for probationary status.

# READING YOUR TRANSCRIPT

Please get out the copy of your unofficial transcript that you printed from PipelineMT.

Look at the most current semester with grades.

# Here is what your transcript may look like:

## 2005 SPRING

ART 1030006	ORIENTATION TO ART	F	(3.00)		
INFS2200003	INRO TO MICRO	F	(4.00)		
ENGL1020047	RESEARCH & ARG WRITING	F	(3.00)		
HIST2010004	SURVEY UNITED STATES HIST I	F	(3.00)		
PHED1080005	BEGINNING BOWLING	A	1.00	4.00	

## PLACED ON PROBATION

	AHRS	EHRS	QHRS	QPTS	GPA
U Current	14.00	1.00	14.00	4.00	0.286
UJ Current	14.00	1.00	14.00	4.00	0.286
U HE Cum	55.00	27.00	43.00	62.31	1.449
UJ HE Cum	55.00	27.00	43.00	62.31	1.449

# ACTIVITY

**Determine the retention standard that you will have to meet by the end of your current term.**

# 1. Look at your transcript in the GPA/HRS area:

	AHRS	EHRS	QHRS	QPTS	GPA
U Current	14.00	1.00	14.00	4.00	0.286
UJ Current	14.00	1.00	14.00	4.00	0.286
U HE Cum	55.00	27.00	43.00	62.31	1.449
UJ HE Cum	55.00	27.00	43.00	62.31	1.449

2. Add the number of quality hours (QHRS) plus the number of hours in which you are enrolled.

3. Use the retention standards below to determine which Overall GPA you will have to have if you do not get a 2.0 in your current term.

- 00 - 29.99 quality hours 1.50 cum GPA
- 30 - 49.99 quality hours 1.80 cum GPA
- 50 or more quality hours 2.00 cum GPA

# EXAMPLE

	AHRS	EHRS	QHRS	QPTS	GPA
U Current	14.00	1.00	14.00	4.00	0.286
UJ Current	14.00	1.00	14.00	4.00	0.286
U HE Cum	55.00	27.00	43.00	62.31	1.449
UJ HE Cum	55.00	27.00	43.00	62.31	1.449

This student has 43 quality hours and is taking 6 hours this semester. Total hours = 49 hours. Looking at the retention standards:

00 - 29.99 quality hours 1.50 cum GPA



30 - 49.99 quality hours 1.80 cum GPA

50 or more quality hours 2.00 cum GPA

this student will have to have either a 2.0 in his current term or a 1.8 cumulative GPA to stay in school.

# NOTE

Some students may have a few different GPAs on their transcript. Your transcripts may look like this:

PLACED ON PROBATION		AHRS	EHRS	QHRS	QPTS	GPA
	U Current	11.00	11.00	11.00	17.00	1.545
	UJ Current	14.00	14.00	14.00	23.00	1.642
	U HE Cum	14.00	14.00	14.00	23.00	1.642
	UJ HE Cum	20.00	20.00	20.00	29.00	1.450

What's the difference? UJ GPAs include work from developmental classes. The UJ GPA is used to determine probation and suspension. U GPAs are used for graduation and determines probation and suspension when no developmental courses have been taken.

# CALCULATING YOUR GPA

**It is important to know how to calculate your GPA so that you know the grades you have to make to stay in school.**

To calculate a GPA you need to know the point value that is assigned to each grade.

	<b>B+=3.33</b>	<b>C+=2.33</b>	<b>D+=1.33</b>
<b>A = 4.00</b>	<b>B =3.00</b>	<b>C =2.00</b>	<b>D =1.00</b>
	<b>B- =2.67</b>	<b>C- =1.67</b>	<b>D- =0.67</b>
<b>F = 0.00</b>			

To calculate the GPA, the grade's point value is multiplied by the number of credits the course is worth. The product represents **QUALITY POINTS**.

A (4 points) X 3 hours = 12.00 quality points

D (1 point) X 3 hours = 3.00 quality points

The sum of the quality points is divided by the sum of the attempted credits and yields the GPA:

This student is taking two three hour courses and gets an A and a D.

$$12 \text{ QPTS} + 3 \text{ QPTS} = 15 \text{ QPTS} / 6 \text{ HRS} =$$

2.50 GPA

# ACTIVITY

Using what you have learned, find out the current term GPA you would receive if you made the following:

A (3 Credit Hours)

C (3 Credit Hours)

D (3 Credit Hours)

F (3 Credit Hours)



ANSWER:

1.75 GPA


**You now know how to calculate your possible current GPA.**

**But remember this is only the first step. If your current GPA is below a 2.0, your overall GPA must meet the retention standards shown earlier.**

# ACTIVITY

**Determine what your overall GPA will be after this semester based on the grades you are currently making.**

**To determine how current grades will effect your overall GPA you will have to use the GPA calculator provided on the next slide.**

1. Look at your current semester on your transcript.
2. Write down your QHRS and QPTS
3. Click on the calculator. A blue calculator icon with a white display and buttons, set against a light green circular background with smaller green circles around it.
4. Enter your QPTS and QHRS, then enter the grades you think you will make and press: Calculate Cumulative GPA.

**Based on the grades you are making, will they be high enough to meet the retention standards for your overall GPA?**

**If not you should talk to your advisor about your options.**

# REPEATS

Repeats could cause a difference in actual GPA and this estimated GPA. If you are currently enrolled in a course that would be a first-time repeat, you need to subtract the quality points from QPTS and quality hours from QHRS of the first course before entering to calculate cumulative GPA.

# REPEAT POLICY

Students may repeat courses for the purpose of raising their grade point average. **No course should be attempted more than twice except upon the advice of the faculty advisor.** The last grade earned will stand even if the last grade received is an "F" and the student has previously received a grade higher than an "F". All repeated courses remain on the student's transcript with a repeat notation. Veterans receiving educational assistance benefits may not repeat courses previously passed and receive financial assistance for such. **Students may not repeat a course in which they have previously earned the grade of "A" or "B" without written approval from the dean of the college which houses their major.** Refer to the current catalog for further details.

# WITHDRAWALS

## Dropping Classes

- If you are having trouble in class, please be aware of the drop deadline. Students may drop a course through the seventh week of the term without permission (shorter in the summer).
- After this date the student may drop the course with permission from the instructor by using a DROP/ADD form.

# Dropping Classes

Please Remember:

If you are not doing well in a course, talk with the professor or your advisor. (Financial Aid may be affected by dropping courses.)

Depending on your circumstance, it is better to have a W on your transcript than an F.

- Students finding it necessary to withdraw from the University after having selected classes for a future term should use WebMT via PipelineMT, to drop all classes; or initiate the withdrawal process in Keathley University Center 212E.
- Dates may vary from term to term concerning whether the withdrawal should be accomplished by WebMT via PipelineMT, or through the University Withdrawal Office. Consult the Schedule Book for each term for drop and withdraw dates.
- Withdrawals for the summer term must be processed through the University Withdrawal Office, KUC 212E, (615) 898-2808.

**Can't I just stop going to class?**

Simply no longer attending classes doesn't withdraw you from the course or the University. You must officially drop the course or withdraw from the University. A student may not officially withdraw from the University after a date in the semester or term that is one week or less prior to the beginning of final exams.

# NOTE

It would be a good idea to access Pipeline the next day to verify that you have been dropped or withdrawn from class(es).

# Helpful Hints for Withdrawing from Class

- Know your dates
- Check your status with Financial Aid
- Check your Degree Audit
- Double check with Withdrawals Office
- If you are sick or have a family emergency PLEASE contact the Withdrawals Office

## QUESTION:

A student took 5 courses but s/he wanted to drop all of them and withdraw from school. The student's transcripts read that s/he received 4 Ws and 1 F. The student was already on probation the previous semester. Would the student be put on Suspension?

**ANSWER:**

**YES**

**The answer is yes. It is the students' responsibility to make sure that s/he is withdrawn from all classes.**

# Appeals

You may appeal your suspension through the Academic Appeals process.

Please refer to Section 3 of the Student Skills Workshop.

Thank you for completing this workshop.

Please give us your feedback – [click here](#)

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