**Academic Probation Policy**

A cumulative GPA of 2.0 is required to remain on satisfactory academic progress at UHMC. Students who do not meet this minimum GPA at the end of any semester will receive a warning of unsatisfactory academic progress. If satisfactory progress is not made in ensuring semesters, the student will be placed on academic probation and eventually suspended or dismissed from the college.

This policy takes effect beginning Fall 2010 semester. Therefore, in early January the Retention Coordinator, Haley Callahan, will be given a list of students whose GPA for that semester is under 2.0. Those students will be sent letters informing them that they are on warning for the coming semester, and must raise their cumulative GPA to 2.0 or higher in Spring 2011 semester. Failure to do so will result in academic probation.

**Because of this probation policy timeline, it is imperative that all faculty submit their Fall 2010 grades by the due date of Noon on Tuesday, December 21, 2010.** Grades will be rolled that afternoon since the A&R office as well as the campus will be closed until January 3, 2011 due to furloughs. If your grades are not submitted they will have to be put in by hand when staff return in January 2011, resulting in hardship for students who are transferring, seeking financial aid, avoiding probation, etc.

After the warning list has been generated and letters sent to the students, the list of students by major will be given to appropriate program coordinators for your attention. The Academic Probation Policy committee and Haley Callahan, the retention coordinator, will be surveying the students and setting up workshops and trainings on topics that are causing students difficulty in their college endeavor. As program coordinator, you can assist by counseling these students, determining their needs, and recommending support services for them.

For some of the students placed on warning they may want to lighten or revise their class load for Spring 2011 so we would like them to be able to do that within the erase and 50% refund period, which would end January 31. This is another reason for getting grades submitted by the deadline.

If there are any questions or concerns please contact Haley Callahan via phone at 984-3539 or e-mail at haleys@hawaii.edu.

November 10, 2010