The following standards relating to the retention of students pursuing study in undergraduate programs during the 2018-2019 academic year will apply at all institutions in The Oklahoma State System of Higher Education. For continued enrollment at any institution in the State System, a student must have earned a retention grade point average (GPA) as indicated below:

- 0 through 30 semester hours attempted: 1.7
- 31 or more semester hours attempted: 2.0

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on academic probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. (A probationary student who meets the semester GPA requirement but whose retention GPA remains below the minimum standard will remain on probation until the student’s retention GPA meets the minimum requirement.) All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes, excluding any courses repeated or reprieved as detailed in the State Regents' Grading Policy, and remedial/developmental (pre-college) courses.

An institution may allow a student with 90 or more hours in a specified degree program, who has failed to meet the retention GPA of 2.0 or the semester GPA of 2.0, to enroll in up to 15 additional semester hours in a further attempt to achieve the retention GPA requirement. During these 15 hours of enrollment, the student must achieve a minimum 2.0 semester GPA during each enrollment or raise his/her retention GPA to 2.0 or above. This senior suspension exception can be exercised only once per student, and is granted upon approval of the college dean.

Should a reinstated student be suspended a second time from the same institution, he/she cannot return to the suspending school until such time as she/he has demonstrated, by attending another institution, the ability to succeed academically by raising his/her GPA to the retention standards.

* This represents a summary of relevant policy statements from the State Regents' and Oklahoma State University guidelines. A complete copy of the guidelines can be obtained from the Office of Academic Affairs.

**OFFICES OF STUDENT ACADEMIC SERVICES**

Agricultural Sciences and Natural Resources  
Dr. Deborah VanOverbeke  
136 Agriculture Hall  
405-744-5395/Fax: 405-744-5339

Human Sciences  
Ms. Kristi Seuhs  
101 Human Sciences  
405-744-5056/Fax: 405-744-7113

Arts and Sciences  
Dr. Amy Martindale  
213 Life Sciences East  
405-744-5658/Fax: 405-744-6992

Spears School of Business  
Ms. Marissa McIntyre  
155 Business Building  
405-744-2772/Fax: 405-744-8956

Education, Health and Aviation  
Dr. Amy Gazaway  
106 Willard Hall  
405-744-6350/Fax: 405-744-1834

University College Advising  
Ms. Missy Wikle  
214 Student Union  
405-744-5333/Fax: 405-744-6075

Engineering, Architecture and Technology  
Mr. Lance Millis  
110 Engineering North  
405-744-5276/Fax: 405-744-6066

OSU-Tulsa Academic Services  
Dr. Susan Johnson  
2nd Floor, Administration Building  
918-594-8102/Fax: 918-594-8023
OPTIONS FOR CONTINUED ENROLLMENT

OPTION ONE: Summer Reinstatement Program. You may be reinstated by completing at least 6 hours that apply toward your degree and earning at least a term (semester) 2.0 GPA or raising your overall GPA to a minimum standard. These hours must be earned in residence at OSU-Stillwater or OSU-Tulsa. To participate in the summer reinstatement program you must submit a signed Enrollment Agreement to the Student Academic Services Office in your college.

OPTION TWO: Reinstatement Appeal. If you believe that extraordinary personal circumstances significantly contributed to your academic deficiencies this semester, you may petition for immediate reinstatement according to the procedures listed below. Before submitting a petition, you must contact the Student Academic Services Office in your college to discuss your appeal.

Deadlines:

1) **June 5, 2019 12:00 Noon submit petition to Director of Student Academic Services:** To be assured full consideration, petitions for reinstatement in the 2019 fall semester must meet the stated deadline of 12:00 Noon on Wednesday, June 5, 2019. Please check with the Student Academic Services Office in your college before you submit your petition.

2) Director of Student Academic Services submits petition to 101 Whitehurst by Thursday, June 6, 2019 at 12:00 Noon.

3) The Office of Academic Affairs will notify you of the Board’s ruling by e-mail on Friday, June 7, 2019.

Petition Procedure:

1) Complete the “Academic Reinstatement Petition” by the deadline. Be sure to complete all sections of the petition and type all information.
   (1) Fill out the student information portion of the petition.
   (2) Check the appropriate box in Section A.
   (3) Attach a written explanation of the reasons for your appeal and how the situation has been or will be resolved.
   (4) Attach appropriate documentation* of the circumstances that were a factor in your academic performance and evidence showing how these circumstances affected your performance.
   (5) Check the appropriate box in Section B indicating the type(s) of documentation you have included with your petition.
   (6) If you are attaching an official transcript that raises your cumulative graduation/retention GPA to retention standards, submit the completed form and supporting documentation to the Office of the Registrar, 322 Student Union, by Thursday, June 6, 2019 at 5:00 PM. **Transcripts submitted for this purpose must have the reinstatement petition attached. Those transcripts without the reinstatement petition may result in a delay of the entry process resulting in class cancellation.**
   (7) Compile all other types of supporting documentation and submit completed form to your Director of Student Academic Services by Wednesday, June 5, 2019 at 12:00 Noon.

*Appropriate documentation must be included with your petition for reinstatement. Appropriate types of documentation are noted in Section B of the petition form. **Lack of accompanying documentation is reason to reject an appeal.**

2) If you are enrolled in a summer intersession course you will be allowed to complete it, however, any grade made in that course will not affect the suspension decision for spring.

Petition Review:

All petitions will be reviewed by the Academic Reinstatement Appeals Review Board. The Board may request additional supporting documentation. Your Director of Student Academic Services may request a personal interview with you to better understand your petition. During the review process, information will be solicited from your college’s Director of Student Academic Services or their designee prior to the Board’s final decision. If the Board determines that an extraordinary personal event did indeed contribute significantly to your academic deficiencies, the Board’s ruling will permit you to continue enrollment at OSU for the 2019 fall semester. **The Board's decision is final.**

**Note:** This petition is for students who are being suspended for the first time. Any student who has been previously suspended from OSU cannot return until the student has demonstrated, by attending another institution, the ability to succeed academically by raising his/her GPA to the retention standards.

OPTION THREE: Seniors with 90 Hours. If you have completed 90 or more hours applicable to your specific degree program, you may be allowed to enroll in up to fifteen additional hours. During this time, you must earn a minimum of 2.0 each semester in order to raise your overall GPA to 2.0. For this option, contact your Student Academic Services Office to obtain approval from the college dean.

*If you are not reinstated, students with a residence hall contract for the fall semester must complete a contract release from the Office of Residential Life (Iba Hall) to have it cancelled.*