**Spring 2151 Disqualification Procedure**

In order to make the probation and disqualification process as streamlined as possible, UAAC, CLAS, and the Vice Provost’s office developed the following procedures. The intent is to recognize that students disqualified from colleges should *not* be hunting and shopping for another college to call home due to the timeframe, demands on advising and other college resources, and the reality that few colleges historically took students disqualified from other colleges. This process ensures that students on probation are given opportunities to improve, and those on probation in the wrong majors have a chance to improve their academic standing in a more appropriate program.

The quick and easy instructions are in the attached flowchart. For details, rely on these instructions or contact Russel Potter ([rlpotter@email.arizona.edu](mailto:rlpotter@email.arizona.edu)).

5/21: Probation report should be available.

Colleges should decide if they intend to recommend students for transfer to CLAS due to academic standing. If not, please notify me by May 27th, so that I won’t hound you for details.

* Colleges should begin processing the report immediately and as much as possible, returning to work the report as late grade reports are posted.
* The report will contain different types of students on probation.
  + For students **new** on probation, deal with them in whatever manner is appropriate within your college. ***1st-semester freshmen will in all cases be retained, and retained in their current colleges.***
  + For continuing students eligible for disqualification, with a B-deficit *greater than 18*, **but** with no extenuating circumstances to support their retention by CLAS:
    - University Disqualify (UDQ) them as is appropriate in your college (or keep them – your call).
    - Without extenuating circumstances or some other agreement, CLAS will not accept students with a greater than 18 unit deficit.
  + Students continuing on probation (or not meeting college adequate progress) *for two consecutive semesters* whom are eligible for college disqualification—these students fall in to the CDQ process, and can be categorized as explained below.

5/27: College Disqualification Transfers to CLAS

* **By 5 PM:** For those students being recommended for College Transfer to CLAS, provide a copy of the probation report list to Russel Potter ([rlpotter@email.arizona.edu](mailto:rlpotter@email.arizona.edu)) so CLAS can process them into their programs.
  + The transferring college may code these students as College Disqualified (CDQ).
  + CLAS will manually change the majors of each qualifying student by the end of the business day.
  + After 8 AM on Thursday, 5/28 any further students to be transferred need to be approved by CLAS individually, or retained in their original college.
* Colleges may, if necessary, drop each student’s college-specific coursework for the spring at this time.
* Sending colleges should send email communication to the student about their (pending) move to CLAS. Please use the guidelines for communication provided below. (CLAS needs you to include the CLAS-specific chunk in your communication, but you may edit the rest as you need.)
* Inform CLAS you have sent that initial transfer communication—CLAS will not contact the student until *after* the transferring college sends the initial communication. Once received, CLAS will send the ‘welcome to CLAS’ message re-explaining the process and their new requirements in CLAS for continued enrollment.

6/2: Continued review, updates from late-posted grades.

* At 5 PM, all UDQ and CDQ’s must be processed, in order to let the Registrar drop all classes prior to the full-fee deadline.
* If you have CDQ’d a student but have not recommended them for retention, you must UDQ that student.

**Students eligible for CDQ transfer to CLAS:**

* **Group 1:** Students above a 2.0, but who failed to meet college requirements to continue *for two or more consecutive semesters*. This is intended for students in programs with *greater than 2.0* requirements.
* **Group 2:** Students below a 2.0 with a less-than-18-unit B-deficit, who have been on academic probation for two (or more) consecutive semesters. These students should have been on an academic contract *or* received other guidance about their requirements to remain.
* **Group 3:**Students with a greater-than-18-unit B-deficit who have been on academic probation for two (or more) consecutive semesters, but have some kind of extenuating circumstances as determined on a case-by-case basis.

NOTE: In any case where a student is transferred to CLAS from a program with major-enrollment requirements, the sending college may drop that student’s courses once the student is transferred to CLAS.

* For students in Groups 1 or 2, this may be done when the list of students is sent to class on 5/27 by 5 PM.
* For students in Case 3, this should be done *after* CLAS agrees to take the students with mitigating circumstances. Again, contact Russel Potter ([rlpotter@email.arizona.edu](mailto:rlpotter@email.arizona.edu)) on an individual student basis.

**Messaging guidelines**

**Draft message from Colleges to Group 1 students:**

Dear <<first\_name>>,

You were previously notified about the college policy to make satisfactory academic progress in college-specific coursework. A careful review of your academic record by our office indicates that you have not met the minimum standards required for continued enrollment as a <<major/program >> student in the <<college>>. Therefore, you are being transferred to the Colleges of Letters, Arts, and Science (CLAS), effective immediately.

The CLAS Academic Advising Center will contact you in regards to your educational opportunities. These advisors will assist you to identify your interests, reflect on your skills, and select a new major. They will also support you in your academic progress and steer you toward University resources available to help you make informed choices and improve your academic skills. Please continue to check your UA email account for correspondence from the CLAS Academic Advising Center.

**Draft message from Colleges to Group 2 students:**

Dear <<first\_name>>,

You were previously notified about the academic requirements necessary to continue as a student at the University of Arizona. As a result of earning below a 2.0 cumulative GPA for two consecutive semesters, you would typically be academically disqualified from The University of Arizona. However, a University decision has been made that will allow students with a sufficiently-low b-deficit—*meaning that it would take 18 or fewer units with grades of B to reach a 2.0 GPA*—to be moved to the Colleges of Letters, Arts, and Science. Therefore, you will be transferred to the Colleges of Letters, Arts, and Science, effective immediately.

The CLAS Academic Advising Center will contact you in regards to your educational opportunities. These advisors will assist you to identify your interests, reflect on your skills, and select a new major. They will also support you in your academic progress and steer you toward University resources available to help you make informed choices and improve your academic skills. Please continue to check your UA email account for correspondence from the CLAS Academic Advising Center.

We recommend a careful assessment of the conditions that contributed to your academic difficulties and a reevaluation of your academic goals. We hope that you take the time to carefully investigate all of your options then proceed with a course of action that is best for you. We regret that you were unable to meet the required academic standards of the <<college>>.

**Draft message from Colleges to Group 3 students:**

Dear <<first\_name>>,

You were previously notified about the academic requirements necessary to continue as a student at the University of Arizona. As a result of earning below a 2.0 cumulative GPA for two consecutive semesters, you would typically be academically disqualified from The University of Arizona. However, a University decision has been made that will allow students with extenuating circumstances to be moved to the Colleges of Letters, Arts, and Science. Therefore, you will be transferred to the Colleges of Letters, Arts, and Science, effective immediately.

The CLAS Academic Advising Center will contact you in regards to your educational opportunities. These advisors will assist you to identify your interests, reflect on your skills, and select a new major. They will also support you in your academic progress and steer you toward University resources available to help you make informed choices and improve your academic skills. Please continue to check your UA email account for correspondence from the CLAS Academic Advising Center.

We recommend a careful assessment of the conditions that contributed to your academic difficulties and a reevaluation of your academic goals. We hope that you take the time to carefully investigate all of your options then proceed with a course of action that is best for you. We regret that you were unable to meet the required academic standards of the <<college>>.

**Draft message to disqualified students**:

This letter is to update you concerning your academic status at the University of Arizona, and is a follow up to an email you received from the Registrar’s office regarding your academic disqualification.

You were previously notified about the academic requirements necessary to continue as a student at the University of Arizona. A careful review of your academic record reveals a failure to meet satisfactory academic progress, and you have maintained less than a 2.0 cumulative GPA for two consecutive semesters. Therefore you are Academically Disqualified from the University of Arizona, effective *whenever..*.

Students who are disqualified are unable to register for future terms at the University of Arizona, and are dropped from any courses enrolled for future semesters.

Note: While students who have been disqualified may not take University of Arizona courses for credit during their periods of disqualification, they can (and should) work with instructors to complete any grades of "Incomplete" they may have.

Readmission:

Students who have been disqualified have no assurance of readmission to the University of Arizona. If you plan to apply for readmission, contact the College you plan to enroll in to find out their readmission policies and processes.

Typically, to be eligible for consideration for readmission, students need to have completed a minimum of 24 transferrable units from another institution (a community college, for example) with a minimum GPA of 3.0.