

# The University of Toledo Learning Collaborative (UTLC) Gateway Programs

## Internal Student Suspension and Reinstatement Procedure

### 1. Internal UT Student Procedure for Admission and Reinstatement

If a student is suspended or eligible for suspension, from a UT College or The University of Toledo Learning Collaborative Gateway Programs based on guidelines in the UT Catalog, that suspension must be served.

### 2. Admission and Reinstatement Procedure

Students seeking reinstatement after serving a suspension or dismissal and students on academic probation from another University of Toledo college must petition for admission to the Gateway Programs Office.

### 3. The deadline to request admission to the Gateway Programs is one month prior to the beginning of the semester the student wishes to be admitted.

### 4. The Gateway Admission Procedure includes the following components:

A. Appeal letter – This letter must be typed as a Word document, and attached to an email using the student's UT Outlook email account.

- The letter should address steps that the student will take to significantly improve his/her academic performance.
- The appeal letter must also include an assessment of the student's academic goals.
- The student must define what goals they have set to assist them in making improvements in their academic performance.
- The letter must be grammatically correct and contain proper spelling and punctuation.
- As a guide for setting these goals, the student is welcome to use the attached My Goal/Action Plan or go to [www.utoledo.edu/utlc/gateway/iarp.html](http://www.utoledo.edu/utlc/gateway/iarp.html) to find the Goal/Action Plan guide.

B. Academic assignment – The Gateway advisers have prepared several videos to help the student understand the academic processes here at UT. The videos can be viewed at:

[http://www.utoledo.edu/utlc/gateway/Advising\\_.html](http://www.utoledo.edu/utlc/gateway/Advising_.html) . The student must review the following six short help videos:

- How to Calculate Your GPA
- What are Incompletes & Grade Deletions
- Adds, Drops and Withdrawals
- What is the Dean's List
- How to Declare Your Major – Next Steps
- What is Probation and Suspension

C. The student must answer a series of Short Answer and True or False questions, and score at least 25 points correct, out of a possible 29 points. The quiz questions can be found on the following web site:

[www.utoledo.edu/utlc/gateway/iarp.html](http://www.utoledo.edu/utlc/gateway/iarp.html)

D. All components of the Gateway Admission procedure must be emailed to [GatewayPrograms@utoledo.edu](mailto:GatewayPrograms@utoledo.edu) by the stated deadline of one month prior to the beginning of the semester the student wishes to be admitted.

E. An application for Gateway Admission cannot be considered until all student account holds are cleared. Examples of holds that would block Gateway Admission and registration are: past due balances, disciplinary holds, and various fines such as parking or library fines.

F. Once the completed Gateway Admission packet is examined by the Academic Review Committee the student will be notified via his/her UT Outlook email account as to whether or not he/she will be admitted.

## 5. Reinstatement Procedure

- a. If admission is approved, the student will be admitted for one-term on a conditional basis for his/her initial semester in the Gateway Programs. The student will be required to complete the Conditional Enrollment Contract with assistance from his/her Academic Adviser. Please refer to the Conditional Enrollment Contract which can be found at [www.utoledo.edu/utlc/gateway](http://www.utoledo.edu/utlc/gateway)
- b. If the student feels they cannot meet the requirements of the contract, the student should defer his/her entry to the UTLC's Gateway Programs.
- c. The next step will be to contact one of the Gateway Programs Academic Advisers to discuss the Conditional Enrollment and the best *Academic Path* for the student.

## 6. The requirements of the initial conditional semester are as follows:

- a. A minimum of a 2.0 GPA must be obtained for the initial semester or the student will be suspended for one academic year.
  - b. Withdrawals (W) are subject to the approval of Academic Advisers. All grades in classes, including Withdrawals, Incompletes, and No Credits, will be considered and will have an impact on the final decision for the student to continue enrollment at UT.
7. A student who is reinstated after a one semester suspension and does not achieve the required grade point average will be suspended for **one calendar year**.
8. A student who is reinstated after a one-year suspension and still does not achieve the required grade point average, will be **academically dismissed**, which is defined as a period of at least three calendar years. (See The UT General Catalog for additional details on the Probation and Suspension Policy, and the Academic Forgiveness Policy.)

### Notes:

In order for a student to make progress toward graduation, they must begin raising their cumulative GPA. To accomplish this, a student must earn a semester GPA greater than a 2.0 GPA.

Minimum guideline to use when attempting to raise the GPA:

If a student has attempted 1-29 hours, he/she should earn at least a 2.3 GPA.

If a student has attempted 30-49 hours, he/she should earn at least a 2.5 GPA.

If a student has attempted 50+ hours, he/she should earn at least a 2.7 GPA