

Academic Probation

Summary of Policies and Regulations

All students must maintain a 2.00 cumulative GPA to avoid being placed on academic probation. If during any semester a student's cumulative GPA is less than 2.00, the student will be placed on academic probation. Students on academic probation will normally be limited to a maximum of 15 credits per semester while on probation. **Freshmen students admitted to Montana Tech "at-risk" or who are placed on probation are required to take [MT 1016 - College Success](#). Transfer or returning students admitted on probation MAY be required to enroll in *College Success*.**

To be removed from probation, a student must, during the probation period, meet the required standard minimum academic progress each semester (2.00) until the cumulative grade point average reaches the required level (2.00). If in any semester while on probation a student falls below the minimum standard for academic progress, the student will be academically suspended from the College.

Students suspended once for unsatisfactory scholarship must remain out of residence for one semester. Students suspended more than once will not be readmitted until after an interval of one year and must receive the approval of the Academic Standards Committee for readmission. A student readmitted after suspension is on probation until cumulative grade point requirements are met. The student may be required to take [MT 1016 - College Success](#), and may be required to take specific classes as a condition of readmission.

Students suspended from the North Campus (undergraduate program) may be admissible to an appropriate program at Highlands College without remaining out of residence.

Petition Procedure for Academically Suspended Students

First Suspension: A student desiring authorization to re-enter the College after being suspended for the first time, who has not remained out of residence for a regular semester, must submit a written petition to the Academic Standards Committee through the Office of the Vice-Chancellor for Academic Affairs.

Write to: Academic Standards Committee, c/o Office of The Vice-Chancellor for Academic Affairs, or bring the petition to the office on the third floor of the Mining Geology Building.

Multiple Suspensions: A student desiring authorization to re-enter the College after being suspended more than once must submit a written petition to the Vice Chancellor for Academic Affairs. Normally, a student who has been suspended more than once must be out of residence for at least one year prior to submitting a petition. The Academic Standards Committee reviews all petitions for readmission.

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Grades & Grade Points

Grades are recorded at the end of each semester according to the following grading system:

A-Excellent	B-Good	C-Average	D-Poor	F-Fail
I-Incomplete	W-Withdrawal	N-Continuing	P-Pass	

Montana Board of Regents' Policy 301.5.3 establishes minimum grade standards for the Montana University System. One of those standards requires that all campuses calculate a student's grade point average using common weights or value points for similar grades.

Effective Fall Semester 2005, the following values will be used to determine grade point averages in the Montana University System:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F	=	0.0

Each student's grade points are accumulated to determine the cumulative grade point average. This average is computed by dividing the total grade points achieved by the total credits attempted. "Credits attempted" include all courses for which grades of A, B, C, D, or F were given. Grades of W, P and I are not included. **A maximum of ten HPER activity credits can be counted in a student's grade point average.** It is understood that additional HPER activity courses may be taken, but the grades earned will not count in the GPA calculation. The student's grade point average is computed only for grades received at

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Montana Tech; grade points from transfer courses are not included in the student's grade point average.

A separate transcript and GPA is maintained for students at the various levels of the College. These levels include Technical, Undergraduate, Post-Baccalaureate, and Graduate.

Semester Grade Reports are available to students via their secure *Orediggerweb* (<http://Orediggerweb.mtech.edu>) account approximately one week following the date grades are due each term, including summer school. Students who wish to have their grades mailed to them must provide a self-addressed/stamped envelope to the Enrollment Services Office. **Midterm grade reports** are available to all College of Technology students and undergraduate freshmen (those students who have earned 29 credits or less) prior to the last date to drop a class with an automatic "W" (45th day of the semester). See the [academic calendar](#), in the Semester Class Schedule, or via the Montana Tech web site.

Pass/Fail: Students registered in physical education activity courses have the option of registering in these courses for a letter grade or under the pass-fail system. Determination of the grade type under which the student wishes to enroll in HPER activity classes must be made by the close of registration (10th day of classes). Additionally, other courses as determined by departments are also offered as pass/fail.

Grade Appeals

When a student believes a faculty member has improperly recorded a final grade, the student needs to follow the procedural steps for an informal and/or formal grade appeal. The "burden of proof" in the grade appeals process shall rest with the student.

Informal Grade Appeal

1. Regardless of the circumstance, the student must attempt to resolve the matter via a personal conference with the course instructor within 14 days after receiving the semester grade. (Nursing Department grade appeal process outlined in Nursing Student Handbook)
2. If the student is unable to arrange a conference, or if the student & the instructor cannot reach a mutually satisfactory resolution to the problem, then the student may request in writing that the Department Head convene a meeting with the student and the course instructor within 14 days of the written request. If a Department Head or Dean is the instructor involved in the appeal, the student may request in writing that the Vice Chancellor for Academic Affairs appoint another Department Head or Dean to convene the informal meeting.
3. If the grade issue is not resolved at this meeting, the student may request a formal grade appeal.

Formal Grade appeals initiated *after the first 30 days of the start of the next regular semester are not accepted.* (Nursing Department grade appeal process outlined in Nursing Student Handbook)

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Formal Grade Appeal - Committee Hearing

1. An appeal for a formal grade review must be submitted to the Vice Chancellor for Academic Affairs within 14 academic days after the informal grade appeal process has failed. The request must include a written explanation of the circumstances that the student believes justifies an appeal to change a final grade for a course, and a written statement describing the informal attempt to resolve the issue.
2. If the Vice Chancellor for Academic Affairs determines that grounds for a formal grade appeal exist, he or she will request the Academic Standards Committee to review the issues and will request appropriate course materials and records from the student and from the course instructor.
3. The Academic Standards Committee shall examine all evidence (verbal and/or written) that the student and instructor present and will determine whether to recommend a final grade change. The primary consideration afforded the student will be whether or not the student was dealt with fairly with respect to other students in similar circumstances.
4. By majority vote, the Committee shall recommend letting the final grade remain unchanged, shall recommend the assignment of a new letter grade, or recommend alternative action(s) necessary to resolve the grade appeal.
5. If a new final grade or alternative action(s) is/are recommended by the Academic Standards Committee, the Vice Chancellor for Academic Affairs will meet with the involved faculty member to review the recommended action.
6. The Vice Chancellor for Academic Affairs will make a final decision.

Every attempt will be made to complete the entire appeal process within **30 days** of the initiation of the formal appeal process.

The review by the Academic Standards Committee and Vice Chancellor for Academic Affairs shall be the final campus appeal for the assignment of a final grade. (Approved at April 21, 1994 Faculty Meeting).



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