

## FREQUENTLY ASKED QUESTIONS ABOUT ACADEMIC PROBATION

**Q:** I'm on probation!! What do I do now?

**A:** Meet with your program advisor. If you don't know who your advisor is, you can find their contact information [here](#). They will help you come up with an academic plan for the upcoming semester.

Make an appointment with an [Academic Support Coach](#) to talk about challenges you're having with your schoolwork. They can help you with assignments, learning strategies, and other tools for academic success.

**Q:** What is probationary standing?

**A:** An Academic Standing is a statement of your overall academic performance. An Academic Standing is determined at the end of each semester in which you enroll in graded courses. Students receive Probationary Standing when their overall academic performance falls below the standard required for graduation. A CGPA of 1.67 is required for graduation.

More specifically, you have Probationary Standing for one of three reasons:

1. your cumulative GPA (CGPA) is 1.00 to 1.66;
2. you received a CGPA of less than 1.00 in your first semester at TMU; or
3. you have been reinstated into your program after a Required to Withdraw (or Suspended) Standing.

**Q:** What is the difference between my cumulative Grade Point Average (CGPA) and my Term GPA, and how are both calculated?

**A:** Your CGPA is the average for all your courses at TMU, whereas your Term GPA is the average for one term. (An initial grade point average is not calculated until you have received three or more course grades.) For detailed information on grades and grade point averages, as well as instructions on how to calculate your CGPA and Term GPA, please refer to the Current Students [website](#).

**Q:** How do I get off probation?

**A:** Students receive Clear Standing if their cumulative Grade Point Average (CGPA) is at least 1.67.

**Q:** Am I allowed to keep taking classes while I'm on probation?

**A:** Yes! But do not add or drop courses until you have met with your Program Advisor. Your Program Advisor will let you know the specific courses you should take during your probationary term. You will need to come up with an academic plan for the semester (sometimes known as a "probationary contract"). This plan needs to be drafted and signed before the last day to add a class, otherwise your course enrollments will be cancelled ([Policy #170a](#)), so don't skip this step!

If you are on Probation at the end of the Winter term, you may choose, or be advised to wait until the Fall term to resume your studies. If you registered in Spring/Summer courses prior to learning about your Winter probationary standing, you must meet with your Program Advisor immediately to discuss your courses and sign an authorized Probationary Contract. Remember, you will receive an academic standing at the end of the Spring/Summer term.

**Q:** How many courses will I be allowed to take while on probation?

**A:** Students on academic probation must take a reduced course load. This will maximize your chances of achieving academic success during your probationary term. Specifically, students on Probation who are in full-time programs in the Faculty of Arts may take no more than three or four courses (including courses through the Chang School of Continuing Education) during the Fall or Winter term. Your Program Advisor will decide, in consultation with you, the maximum number of courses you will be permitted to take while on probation, taking into consideration your: current Term and Cumulative GPAs; academic history; individual circumstances; program requirements; and resolution of Incomplete grades.

**Q:** Which courses should I take while on probation?

**A:** Your Program Advisor will recommend the specific courses you should take while on probation. You will be advised to repeat failed courses, because the grade you earn in the second attempt is substituted for the previous failed grade in calculating your CGPA (please note that both grades are recorded on your transcript). This will help you achieve Clear Standing.

If you failed an elective course (Liberal Studies, Professional, or Professionally-Related), you are not required to repeat the identical course. You may choose to take another course from the same elective group and have the grade earned in that course replace the "F" grade in your CGPA. In order to ensure that the upgrade is counted and the first course is not, you must complete and sign a [GPA Adjustment Form](#). GPA Adjustment Forms must be submitted no later than the final

date to add a class for the term in which the GPA adjustment will apply. This will ensure that your GPA is adjusted appropriately.

Under certain circumstances, you may choose to repeat one or more courses in which you earned a “D” or “D-” grade in order to raise your CGPA. (Or, if the low grade is in an elective course, you can replace the course with a different course from the same elective group and complete a GPA Adjustment Form.) Remember, the grade that you earn in a repeated course is substituted for the previous grade in calculating your CGPA, even if the grade is lower.

**Q:** How many times can I repeat a course?

**A:** No course can be repeated more than twice (i.e., enrolled initially, repeated once, repeated twice = three enrolments). Failure of a required program course for a third time will result in a Permanent Program Withdrawal. For detailed information on course repeats, refer to the [Undergraduate Student Guide](#) (“Academic Matters”).

**Q:** Can I add or drop courses while on probation?

**A:** You won’t be able to add courses above the maximum number indicated on your academic plan. Under certain circumstances, you can drop, but you should always speak with your Program Advisor first.

**Q:** What performance is expected of me while I am on Probation?

**A:** You must achieve a Term GPA of at least 1.67 and not violate the terms of your Probationary Contract. If you achieve a Term GPA of at least 1.67, but your CGPA is 1.00 to 1.66, you will continue in your Program on Probation.

**Q:** How do I achieve “Clear” Academic Standing?

**A:** You will achieve a Clear Academic Standing if at the end of a semester your Term GPA (TGPA) and CGPA are at least 1.67 and you have not violated your Probationary Contract.

**Q:** Is there a limited amount of time for me to be on Probation?

**A:** It is in your best interest to achieve Clear Standing as soon as possible. You must have a CGPA of 1.67 or higher in order to graduate.

**Q:** What if I fail to achieve a Term GPA of at least 1.67 while on probation or violate the terms of my Probationary Contract?

**A:** You will be Required to Withdraw from your program at the end of the term if you fail to achieve a Term GPA of at least 1.67 or if you violate the terms of your Probationary Contract. A CGPA of less than 1.00 at the end of your probationary term will also result in a Required to Withdraw Standing.

**Q:** What if I fail to achieve a Term GPA of at least 1.67 while on probation but my CGPA is very close to 1.67?

**A:** According to the GPA Policy (Section 2.4.4): "...Schools/Departments, at their discretion, may issue a special contract where the program judges the student to have a realistic chance of achieving a Clear standing in the semester following assignment of RTW by taking up to two courses. Students remain RTW during this semester. If the student fails to achieve a CGPA of 1.67 at the end of that semester, s/he will remain RTW. If the student is successful, s/he will return as Clear."

**Q:** How do I appeal my academic standing and/or grades?

**A:** Refer to TMU's [Grade and Standing Appeal Policy](#) (Policy #168) for the grounds for filing an Academic Standing appeal and detailed information on the appeals process. Your Program Advisor can also help you with this process.

**Q:** What supports are available to me on campus?

**A:** Here is an [Arts Student guide](#) with tons of resources for you!