

## Remediation / Probation Plan

**Policy Number:** 107

**Subject/Title:** [Academic Remediation Plan and Probation Steps](#)

Students who experience academic difficulties, defined by receiving a failing grade which has been documented in the student record, or the student has had two or more classes with a “C” grade, or has had any combination of four or more classes with a Withdrawal “W”, or Incompletes “I”, will be placed on an academic remediation or probation status. A remediation plan is required of students experiencing their first instance of academic difficulty. A probation plan is required of students who do not satisfy the requirements of an active remediation plan.

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Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Campus: \_\_\_\_\_

Program: \_\_\_\_\_ Department: \_\_\_\_\_ Major: \_\_\_\_\_

Plan Type: \_\_\_\_\_ Reason for Remediation/Probation: \_\_\_\_\_

Start Term for Plan: \_\_\_\_\_ Estimated Completion Term for Plan: \_\_\_\_\_

List Course and Grade(s) Information or Preliminary Examination Notes Associated with this Remediation:

### Remediation/Probation Plan Instructions

A plan should include the following:

1. What the student and the advisor agree may be the root cause(s) of the experienced difficulty (i.e., not only which courses were problematic, but also in what ways they were problematic, the academic deficits that may be present, and any extenuating circumstances that may have occurred).
2. The student’s specific and detailed plans for remediating the academic difficulty including plans for managing the identified root cause(s).
3. The remediation plan performance criteria should be measureable so an accurate judgement can be made by both the student and advisor regarding plan completion.

### 1. Sources, Causes, or Circumstances Leading to Academic Difficulty:

**2. Action Plan for Remediation:**

**3. Performance Criteria:**

**Plan Timetable**

Activity	Due Date

The Office of Academic Affairs and Student Services will review active remediation and probation plans for completion and will follow-up with the student and faculty advisor if required.

**Plan Approvals**

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_____	_____	_____
<i>Student, Printed</i>	<i>Student, Signature</i>	<i>Date</i>
_____	_____	_____
<i>Faculty Advisor, Printed</i>	<i>Faculty Advisor, Signature</i>	<i>Date</i>

Submit documents with signatures to:  
Office of Academic Affairs and Student Services ([SPHStudentRecords@uth.tmc.edu](mailto:SPHStudentRecords@uth.tmc.edu))

**Office Use Only:**

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_____	_____	_____
<i>Office of Academic Affairs Representative, Printed</i> <i>Plan Code: _____</i>	<i>Office of Academic Affairs, Signature</i>	<i>Date</i>