

# UNIVERSITY OF WYOMING

**Office of Graduate Education**  
**Division of Academic Affairs**  
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## MEMO

**DATE:** July 3, 2018  
**TO:** Deans, Directors, Department Heads, Graduate Coordinators, Faculty, Registrar, Provost, Associate Vice Provosts, Associate Vice President for Human Resources, Director of Athletics, Vice President for Student Affairs  
**FROM:** Jim Ahern, AVP for Graduate Education  
**RE:** Graduate students on academic probation and suspension

UW policy, as given in the Catalog ([http://www.uwyo.edu/registrar/university\\_catalog/grad\\_students.html](http://www.uwyo.edu/registrar/university_catalog/grad_students.html)), is clear regarding probation and suspension and the prohibition of employment of graduate students who are not making sufficient academic progress. Currently, probation and suspension are processes that are handled at the institutional level; i.e., when the Registrar detects the proper GPA criteria, probation or suspension is enacted. Graduate students may petition for academic reinstatement, and reinstatement may be granted by the dean (or designee) of the college in which the student wishes to enroll. Reinstatement of non-degree/undeclared graduate students may be granted by the Provost (or designee). A reinstated graduate student shall be on academic probation during her/his first semester or summer term of reinstatement.

UW policy, as enacted in 2017, is also clear that graduate students on academic probation may not be employed at the university: **“No student in their semester of probation will be employed on the UW campus.”** ([http://www.uwyo.edu/registrar/university\\_catalog/grad\\_students.html](http://www.uwyo.edu/registrar/university_catalog/grad_students.html))

Furthermore, suspended graduate students may not be employed as Graduate Assistants. Although UW does have some institutional mechanisms in place to prevent the hiring of suspended students, UW currently relies on departments/programs to enforce the prohibitions of employment for students on probation. Unfortunately, enforcement of this policy has been inconsistent, and this has resulted in inequities regarding graduate student employment. **All units are expected to enforce and implement UW regulations and policy. If and until UW policy changes, no graduate students on academic probation or suspension shall be employed as graduate assistants by the University of Wyoming.** Under extraordinary circumstances, the Office of Graduate Education may grant exceptions to the employment prohibition policy in the case of students on academic probation. An exception request form is attached to this memo.

Beginning in Fall 2018, the Office of Graduate Education will run GPA/academic status reports each term following GA hiring. Any students hired as graduate assistants who do not meet the requirements laid out in UW regulations and policies will be terminated unless an exception has been granted by the Office of Graduate Education.

## **Exception Request for Employing a Graduate Student on Academic Probation as a Graduate Assistant.**

Please answer and complete the following, and email to the Office of Graduate Education ([mpeck@uwyo.edu](mailto:mpeck@uwyo.edu)).

1) Student's name, current cumulative GPA, last semester GPA, degree program\*

\*If the student is not in a degree program, explain why not and explain when the student will apply for admission to a degree program. Please note that non-degree students are much less likely to be granted exceptions.

2) GA position and explain why it is mission-critical to the university and why the student in question is the only student who can reasonably fill the position.

3) What is needed for the student's GPA to reach at least 3.0 by the end of the next semester or term? Is this feasible if the student is employed in the position requested? What class or classes will the student be enrolled in during the next semester or term?

4) How will the student be academically supported so that they can excel, academically?

5) How will your unit continue to support this student academically as long as it employs her/him as a GA?