

**REQUEST FOR DEFERRED SUSPENSION CONTRACT**  
**Division of General Studies**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Tarleton ID: 000\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Introduction:**

The purpose of this document is for you to provide important information to the Dean of the Division of General Studies, in support of your petition for special consideration for a DEFERRED SUSPENSION CONTRACT. Such contracts are sometimes granted to students who can make a COMPELLING case that they have been subject to extenuating circumstances, that they deserve “one more chance” to bring their Total Institution Grade Point Average (GPA) back above 2.0, and return to good academic standing. It must be realistic for you to make the needed corrections in **one** semester.

The fact that you have been suspended means that your grades have been unsatisfactory for a least two consecutive semesters (or you are a new student with a very low GPA on your first semester at Tarleton). This is a matter of concern to the University and, of course, to you. According to University rules, being on academic suspension means you are required to stay out of school for one or more semesters, depending on your circumstances. Consequently, you are requesting an exception to these rules. We attempt to be fair and supportive of our students, but we cannot make these accommodations unless clearly justified.

The Dean will examine the information you present here to determine if special consideration seems warranted.

**General Information [Undeclared/Undecided, Liberal Arts, and Liberal Studies Majors only]:**

1. Who is your Academic Advisor? \_\_\_\_\_
2. What is your classification? \_\_\_\_\_
3. What is your official declared major? \_\_\_\_\_
4. Have you changed majors? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, from \_\_\_\_\_
5. Were you on academic suspension before?
  - (a) At Tarleton: Yes \_\_\_\_\_ No \_\_\_\_\_
  - (b) Elsewhere: Yes \_\_\_\_\_ No \_\_\_\_\_
6. Will you have a job during school? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, where? \_\_\_\_\_ Hours/Week. \_\_\_\_\_

## **Explanation of your situation:**

Having been placed on suspension means that your Total Institution GPA was not satisfactory for two or more semesters in a row (or you are a new student with a very low GPA on your first semester at Tarleton). So, the question you are answering here is: “What can/will I do differently from previous semesters to repair my GPA?”

**NOTE: IF YOU ARE GRANTED A DEFERRED SUSPENSION CONTRACT AND DON'T FULFILL IT, YOUR SUSPENSION TIME IS INCREASED AND YOU MAY LOSE THE CHANCE FOR FUTURE DEFERRALS.**

The special consideration you are requesting requires that you must be able to honestly answer YES to ALL of the items below before the Dean will consider making an exception in your case:

1. Your Total Institution GPA can definitely be numerically raised to 2.00 or above in one long semester (or both summer sessions) on the approved amount of coursework; AND
2. You have a specific plan for doing that, which revolves around **re-taking courses** with low grades (**Note: Changing your GPA using the “forgiveness” option will not take you off suspension**); AND
3. Those courses are available in the upcoming term; AND
4. Given your academic performance thus far, you have a reasonable chance of getting the added grade points needed to raise your Total Institutional GPA above 2.00; AND
5. You **can and will** make significant changes in your academic routines and priorities (including things such as study habits, personal life, extracurricular activities, employment obligations, class attendance, getting appropriate help, etc.) to meet your academic goals in the upcoming semester; AND
6. You are willing to cooperate with the Dean in ALL of the obligations that are part of the DEFERRED SUSPENSION CONTRACT.

In order to provide these assurances you must give written answers to the following questions and bring this document to the Division of General Studies for your appointment with the Dean. The Dean will talk with you about these issues, before considering a DEFERRED SUSPENSION CONTRACT request.

Your academic situation is serious and your serious attention and priorities given to this process can have a significant bearing on whether your request is denied or approved. Follow all the steps below and respond accordingly:

1. **SHOW THAT YOU CAN GET THE POINTS YOU NEED IN ONE MORE TERM.**  
 Use your current transcript to do the calculations on the following chart and fill in the blanks below:

a.	Your TOTAL INSTITUTION GPA HOURS (from transcript)	
b.	TOTAL INSTITUTION GPA HOURS above multiplied by 2.0 (this number of Quality Points you need for a INSTITUTION 2.0 GPA)	
c.	Your TOTAL INSTITUTION Quality Points (from transcript)	
d.	Subtract the value on line “c” from the value on line “b” (this is the number of grade points you will have to make up in this semester)	

Is it feasible and realistic that you can attain all those points in one semester?  
 EXPLAIN:

2. **THINK ABOUT WHAT COURSES YOU CAN REPEAT TO GAIN THE NEEDED POINTS.** (See guideline on course load below) You should not take new courses until you repair your GPA since this also raises your number of hours. Taking new courses does not help your GPA as much and can easily pull it down.

- For 1-hour courses these grade point values apply: F=0 D=1 C=2 B=3 A=4
- For 2-hour courses these grade point values apply: F=0 D=2 C=4 B=6 A=8
- For 3-hour courses these grade point values apply: F=0 D=3 C=6 B=9 A=12
- For 4-hour courses these grade point values apply: F=0 D=4 C=8 B=12 A=16

For example, if you repeat a 3-hour course in which you have a D(3) and you raise it to a B(9), you gain 6 new points. If you raise an F(0) to a C(6), you also gain 6 new points. And so on. Raising an F or D to a C or B can be worth more to your GPA than making an A or B on a new course!

List **ALL** of your courses with grades of D or F here:

Course	Grade

3. **WHAT LOAD SHOULD YOU TAKE?** We recommend taking the **SMALLEST** load possible that will realistically attain the maximum grade points possible, certainly the minimum needed. Here are guidelines that you should consider:

- a. You may not take more than 15 hours while on a SUSPENSION CONTRACT.
- b. If you have a half-time job or equivalent, you should not take more than 12 hours.
- c. If you work more than half-time, you should stay between 6 and 12 hours, depending on the nature of the classes. **REMEMBER, IN PREVIOUS SEMESTERS WHAT YOU WERE DOING DIDN'T WORK – DON'T REPEAT THE SAME MISTAKES!!!**

4. **WRITE DOWN YOUR PROPOSED SCHEDULE** for the next semester in the chart below. Check the schedule for the upcoming term to see whether or not the courses you need are available and are offered at a time you can take them. **MAKE A REALISTIC AND CONSERVATIVE ESTIMATE OF GRADES you can likely make in these courses.** Fill in the appropriate information for each course listed.

Course	New Hours	Repeat Hours	Previous Grade	Previous Points	Estimated New Grade	Point Gain
Total NEW Hours (if any)		XXXX XXXX	XXXXX XXXXX	XXXXX XXXXX	Total Point GAIN	

5. **CALCULATE YOUR “EXPECTED” INSTITUTION GPA:**

$$\text{New Institution GPA} = \frac{(\text{Total Institution Quality Point} + \text{Total Point Gain})}{(\text{Total Institution GPA Hours} + \text{Total New Hours})}$$

$$\text{New GPA} = \left( \frac{\quad + \quad}{\quad + \quad} \right) / \left( \frac{\quad + \quad}{\quad + \quad} \right)$$

$$\text{Expected GPA} = \frac{\quad}{\quad}$$

Note: Do some “what if’s” to see what would be the lowest grades you could make in the courses and still earn a 2.0 GPA.

**EXPLAIN WHY YOU BELIEVE IT IS REALISTIC THAT YOU CAN MAKE THESE GRADES.** (you may write on the back side of this page)

6. **WHAT WILL YOU DO DIFFERENTLY?** Be honest with yourself. Obviously, something you were doing in the past semesters didn’t work very well. Your school habits must change. List specifically the things you will do to reach your goal.



9. If you are granted a deferral of suspension, you will be signing a Contract to take specific courses to raise your Total Institution GPA equal to or greater than 2.00 by the end of the upcoming term. You will be required to meet with the Dean of the Division of General Studies to discuss your courses at least **TWICE** during the term (once before mid-term & once after mid-term). You may also be asked to do other things such as passing all courses taken, working closely with your advisor, working with the Teaching and Learning Center or the Student Counseling Center, and arranging for tutoring or other type of support.

If allowed to re-enroll, will you comply with all requirements **YES / NO**

Do you understand that if you do not comply with ALL the terms of the Contract that you can be placed back on a longer suspension, **REGARDLESS OF YOUR TOTAL INSTITUTION GPA?**

**YES / NO**

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Signature of Student

Date

**(You may add any additional comments you wish to make)**

Bring this completed document to your appointment.