

Triangle Bible Institute (TBI) Policy

Policy Number: 101-16

Policy Title: ACADEMIC PROBATION, SUSPENSION AND READMISSION

Responsible Person: Academic Dean

Responsible Office: TBI Administration

Effective Date: January 1, 2016

I. POLICY STATEMENT

Effective Fall 2016, the probation, suspension, and readmission regulations of Triangle Bible Institute TBI are effective as follows:

A student enrolled in any of the academic programs at Triangle Bible Institute whose cumulative grade point average is less than 2.0 at the end of the first semester or any subsequent semester will incur academic probation.

II. RATIONALE

The purpose of this policy is to set standards, and inform students regarding academic integrity, and to ensure fairness, transparency, and consistency in practices throughout TBI.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time, and part-time students at TBI.

Regulations Governing Students on Probation

1. Students on probation must adhere to the following conditions for continued enrollment:

A. Enroll in a maximum of 13 credit hours if full-time, and seven hours if part-time.

B. Establish and maintain contact with their designated advisor (Dean, faculty advisor) for academic advising, counseling, assistance, and referral to support services at least once per month.

2. Probationary status will be removed when the student has achieved a cumulative average of at least 2.0.

3. Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension.

4. Any student who voluntarily withdraws from TBI while on probation will be subject to stipulations as a condition for readmission.

Academic Suspension

1. Any student who fails to remove his/her probationary status within one semester, exclusive of summer sessions, will be suspended. Official notification of suspension will be from TBI Administrative Dean or a designee.
2. A one-semester extension of the probationary period may be requested by appealing in writing to the Dean or Executive Director no later than 60 days prior to the first day of classes for the Fall semester and 15 days prior to the first day of classes for the Spring semester.
3. If the appeal is granted, the student will be required to follow specific stipulations during the extension period.
4. If the appeal is denied, the student is not eligible for readmission for at least one semester.

Readmission after Academic Suspension

1. Requests for readmission must be initiated by submitting to Academic Dean, at least 60 days prior to the registration period:
 - A. an application for admission to the Academic Dean; and,
 - B. a completed petition for readmission to the school in which the student was last enrolled. The request should include a description of the student's activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and appropriate supporting documentation.
2. Requests for readmission will be reviewed by the appropriate designee of the school of last attendance and an admission committee, which will render a decision based on the student's previous academic record, contents of the request for readmission, and other relevant factors.
3. Upon readmission after suspension, students must adhere to the conditions outlined below. Failure to meet these stipulations will result in automatic suspension from Triangle Bible Institute.
 - A. Establish and maintain contact (at least once per month) with designated advisor (Dean, faculty advisor, or student services unit) for academic advising, counseling, assistance, and referral to support services
 - B. Enroll in appropriate courses supporting Academic Reinforcement and/or other support programs as stipulated by the admission committee.
 - C. Enroll in a maximum of 13 credit hours if full-time, and seven credit hours if part-time, until the cumulative grade point average meets the requirement for removal of probation.

D. Remove all deficiencies during the next semester of enrollment (or the next semester when the courses are offered) before proceeding with the published program for their degree.

E. Earn a minimum grade of C in each course or earn the required grade point average stipulated by the admission committee until the cumulative grade point average meets the requirements for the removal of probation.

(*) These revised regulations apply to students entering Triangle Bible Institute in the Fall 2016 semester. Continuing students, who maintain uninterrupted matriculation, are governed by the probation, suspension and readmission regulations that were in effect at the time of their admission.

IV. SANCTIONS

Violations of this policy may result in appropriate disciplinary action up to and including expulsion.