

AP 4250 - Academic Standing

The college requires credit-seeking students to maintain satisfactory academic progress. Students who are not meeting academic standards may not be eligible for continued enrollment. Financial aid recipients must ensure they meet the financial aid Satisfactory Academic Progress (SAP) policy, which may have separate standards in order for students to maintain financial aid eligibility.

Students will be informed about the Academic Standing Policy via new student advising sessions, the New Student Orientation, and a webpage on the public website. Enrollment Services staff run the Academic Standing Assessment Job after grades are posted. An automated email is then sent to each student on Academic Warning, Academic Probation or Academic Suspension status.

Academic Warning

Student earned a term GPA below a 2.00 or student has attempted 36 credits or less and has below a 2.00 cumulative GPA

1. An automated email is sent to the student based on criteria after final grades have posted.
2. Thursday after grades post, the advisor/counselor filters their caseload by Warning Status in Advising Student Profile and sends the Warning email to students on their caseload.
3. If the advisor/counselor meets with the student, develop a Student Success Contract if appropriate and refer to resources as needed (see additional training material).

Academic Probation

Student is on academic warning or academic probation and has a subsequent term below 2.00 and has attempted 18 or more credits OR student has attempted 37 or more credits and has a cumulative GPA below 2.00

1. An automated email is sent to the student based on criteria after final grades have posted.
2. Thursday after grades post, the advisor/counselor filters their caseload by Probation Status and sends the Probation email to students on their caseload. Email will direct students to meet with an advisor/ counselor or complete a Student Success Workshop online.
3. If the advisor/counselor meets with the student, develop a Student Success Contract and refer to resources as needed.

Academic Suspension

Student who is in probation standing and has 37 or more attempted credits AND earns below a 2.00 term GPA AND has below a 2.00 cumulative GPA

1. Wednesday after grades post, Department Administrative staff or Department Director reviews the list of students to confirm that the student should be suspended.
2. Department Administrative staff will confirm the suspended student list with Enrollment Services staff. Enrollment Services staff will drop students from courses if registered for a future term. Suspension Standing automatically blocks the student from registration in future courses.
3. Department Assistant sends the list of suspended students to the Executive Assistant of Student Development and Learning Resources (SDLR).
4. The student is sent an email on behalf of the Executive Dean of SDLR notifying them of their Academic Suspension status. The email informs the student of the Academic Standing Appeal for Exception Procedure.

Academic Standing Appeal for Exception Procedure

1. The student will meet with the on-call counselor to discuss the appeal process and the student's current circumstances. The counselor will develop a Student Success Contract with the student.
2. The student will turn in the Academic Standing Appeal for Exception Form no later than 5:00pm on the Tuesday of the first week of the term.
3. The Academic Standing Review Committee will review and notify the student of the decision via email no later than 5:00 p.m. on the Monday of the second week of the term.
4. If the appeal is approved, the Department Assistant will notify Enrollment Services to change the student's academic standing in Banner. The student will be able to register at this point.
5. Once the student's standing has been manually changed by Enrollment Services staff, they will be notified by Department Assistant via email that they are now able to enroll in classes.

Reinstatement

First term a student returns after suspension

1. The student will schedule a meeting with a counselor to discuss the Reinstatement Form and current circumstances. The counselor will develop a Student Success Contract with the student.
2. The student must submit the Reinstatement Form 30 days prior to the start of the term they are appealing for.
3. The Academic Standing Review Committee will notify Enrollment Services to change the student's academic standing in Banner and the student will be able to register.
4. Once the student's standing has been manually changed by Enrollment Services Staff, the student will be notified by Academic Standing Review Committee via email that they are now able to enroll in classes.

October 30, 2020

Adopted by College Council

Revised by College Executive Administration

