

## Student Services Series (5000)

### Procedure #5030 Academic Standing

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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, at the New Student Orientation, in the college catalog, and a webpage on the public website. Enrollment Services staff run the Academic Standing Assessment Job after grades are posted each term. An automated email is then sent to each student on Academic Warning and Academic Probation. An email is then sent manually to each student on Academic Suspension from the Academic Standing email account.

#### **Academic Warning**

*Student earned a term GPA below a 2.00 or student has attempted 36 credits or fewer 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. If the advisor/counselor meets with the student, develop Student Success strategies 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. If the advisor/counselor meets with the student, develop Student Success strategies if appropriate and refer to resources as needed (see additional training material).

#### **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*

## **ACADEMIC STANDING (continued)**

1. Wednesday, after grades get posted and Academic Standing is assessed by Enrollment Services and Suspension Standing is added in Banner, Counseling & Student Support Services Department Administrative staff or Associate Dean reviews the list of students to confirm that the student should be suspended. Suspension Standing automatically blocks the student from being able to register for future courses.
2. The student is sent the Suspension email by the Academic Standing Committee. The email informs the student of the Academic Standing Appeal For Exception Procedure. The student is asked to email their intent to submit an Appeal for Exception by noon (12PM) the Friday after grades are posted, otherwise they will be dropped from their courses.
3. On the Friday afternoon after grades are posted, Department Administrative staff sends the list of registered suspended students that have not indicated their intent to appeal for exception to Enrollment Services staff who will drop students from their courses. Department Administrative staff sends the same list to Financial Aid in order to hold any funds from disbursing.
4. On the Friday afternoon after grades are posted, Department Administrative staff sends the list of suspended students that intend to appeal to Counseling faculty to connect with each student and help them submit their Appeal for Exception. Students have until 5:00pm on the Friday prior to the first week of the term to submit their Appeal for Exception form and documentation.
5. Monday of week 1, Department Administrative staff will send the list of registered suspended students who expressed intent to appeal but have not submitted an appeal to Enrollment Services Staff who will drop students from courses. Any student that indicated an intent to appeal but did not submit an appeal will be sent an email by the Academic Standing Committee informing them that they have been dropped from their courses.

## **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 Plan with the student.
2. The student will turn in the Academic Standing Appeal for Exception Form and documentation by 5:00pm on the Friday prior to the first week of the term (Check exact dates in Key Dates document).
3. The Academic Standing Review Committee will review and notify the student of the decision via email no later than 5:00pm on Monday of the first week of the term.
4. If the appeal is approved, the Associate Dean will notify Enrollment Services to change the student's academic standing in Banner back to Academic Probation. The student will be able to register at this point.

## **ACADEMIC STANDING (continued)**

5. Once the student's standing has been manually changed by Enrollment Services staff, they will be notified by the Academic Standing Committee 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 and review the Reinstatement Form and current circumstances. The counselor will develop a Student Success Plan with the student.
2. The student must submit the Reinstatement Form 2 weeks prior to the start of the term they are applying for.
3. If the counselor approves the student reinstatement. The Counselor will fill out the Academic Standing Reinstatement google Form. Enrollment Services will process these requests 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 via email that they are now able to enroll in classes. Enrollment Services includes the student and the counselor who approved the reinstatement.

October 30, 2020  

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*Adopted by College Council*

February 27, 2025  

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*Revised by College Executive Administration*