

### 3357:13-14-69 Academic Probation Policy

In keeping with the College's commitment to guiding students toward educational success, students who have completed a minimum of six graded credit hours must maintain at least a 2.0 grade point average (GPA) in order to remain in good academic standing. Any student who is unable to maintain at least a 2.0 GPA and who has completed at least six credit hours of coursework at the College will be placed on academic probation. Note that academic probation is not the same as financial aid probation. (See Policy [14-68 Standards of Satisfactory Academic Progress for Financial Aid](#).)

- (A) Students on academic probation are assisted by their assigned advisor in registering for classes and making changes to their class schedule.
- (B) Students on academic probation are encouraged to enroll in face-to-face classes meeting more than once per week. Students have fewer opportunities to get questions answered in online and once-a-week classes.
- (C) Students on academic probation are encouraged to enroll in a lighter load and need advisor approval to enroll in more than twelve credit hours or more than four courses per term.
  - (1) Students who have already signed up for classes in a given term before the status of academic probation has been determined have until the first week of classes to obtain advisor approval or adjust their schedules to conform to the restriction of 12 credits or 4 courses.
  - (2) A lighter load may allow the student to focus on the smaller number of courses while attempting to raise the student's cumulative GPA.
- (D) Students on probation for the first time are assigned Probation Level 1.
- (E) Students on probation for the second consecutive term are assigned Probation Level 2.
- (F) Students on probation for the third consecutive term are assigned Probation Level 3.
- (G) Names of students on probation are sent to advisors, and advisors schedule an advising session with their designated advisees on probation. Students at every level of probation receive advising on what GPA they must earn to be removed from probation, conditions and performance issues that resulted in the probation status, and goals they could set to improve their GPA. In addition, students on probation must see their designated advisor in order to register for classes and be mentored throughout the process by their assigned advisor.
- (H) After three terms on probation, the student's GPA and progress by term are reviewed by the Office of the Chief Academic Officer, and if satisfactory progress has not been made (as determined by a recent semester GPA of 2.0 or greater), the student must sit out one term.

- (1) The student may request to return by completing the appropriate re-admit form through the Vice President, Academic Services office.
  - (2) Once re-admitted, the student must meet with the reinstatement advisor in the Student Success and Transition Center (SSTC) to complete a plan to be successful in the future and to register.
- (I) Students who are still on academic probation after being readmitted for one term will meet with the SSTC reinstatement advisor who will recommend to the Vice President, Academic Services whether the students should be allowed to maintain their current status at the college based on their academic performance.
- (1) The students must show progress by term of a 2.0 or greater.
  - (2) If there is no demonstration of progress, the students must sit out for one year.
  - (3) Students may reapply through the Vice President, Academic Services office and, if re-admitted, must meet with the SSTC reinstatement advisor to complete a plan of success and registration.
  - (4) If the students are not able to increase their GPA, the advisor will recommend to the Vice President, Academic Services whether the students should be allowed to continue, based on the students' term performance and situation.
  - (5) If students cannot demonstrate a GPA of 2.0 per term at this point, the advisor will recommend that the students be permanently dismissed, and this will appear on the students' academic records.
- (J) All decisions related to probation or dismissal must be approved by the Vice President, Academic Services.

Effective: November 24, 2020

Expires: November 1, 2025

Review Dates: 6/26/07, 6/1/12, 10/18/16, 11/24/20