

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 must work with an academic advisor in the Student Success and Transition Center when registering for classes and when making changes to their class schedule.
- (B) Students on academic probation are strongly encouraged to not enroll in online courses and are strongly discouraged from enrolling in classes that meet only once per week.
- (C) Students on academic probation may not enroll in more than twelve credit hours nor more than 4 courses per term (and preferably less) without advisor approval. Students who have already signed up for classes in a given term before the status of academic probation has been determined will have until no later than the first week of classes to adjust their schedules to conform to the restriction of 12 credits or 4 courses with advisor approval. The College reserves the right to remove the student from any and all classes for a given term.
- (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, their actions 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 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. The student may request to return by completing the appropriate re-admit form through the VP of Academics office. Once re-admitted, the student must meet with an 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 VP of Academics whether the students should be allowed to maintain their current status at the college based on their academic performance. The students must show progress by term of a 2.0 or greater. If there is no demonstration of progress, the students must sit out for one year. They may reapply through the VP of Academics office and, if re-admitted, must meet with the SSTC reinstatement advisor to complete a plan of success and registration. If the students are not able to increase their GPA, the advisor will recommend to the VP of Academics whether the students should be allowed to continue, based on the students' term performance and situation. 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 for Academic Services.

Effective: October 18, 2016

Expires: October 1, 2021

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