

## **Academic Probation and Dismissal Policy**

***Effective Fall 1994***

A student will be placed on academic probation on the basis of an unsatisfactory Cumulative Point Average (CPA).

Four check points are established at 12, 24, 38 and 48 credit hours.

A calculation of the CPA is made in a semester in which the credit hours attempted are equal to or exceed the checkpoint value. No CPA checks are made until the “credit hours attempted” checkpoint is reached. Once a student has entered a checkpoint, CPA checks are made each semester to determine the student’s academic standing. If the CPA falls below the probation level, the student will be placed on probation. Non-credit courses will not be counted in the CPA.

### CHECKPOINT CRITERIA

<u>Credit Hours Attempted</u>	<u>Probation Level</u>
12-23	Below 1.4 CPA
24-37	Below 1.6 CPA
38-47	Below 1.8 CPA
48 and above	Below 2.0 CPA

A student on probation who achieves a 2.0 semester grade point average for every semester through the following checkpoint will be permitted to continue through to the next checkpoint in an attempt to bring the CPA up to acceptable minimum standards.

If a student is on probation for two consecutive semesters (summer and winterim sessions included) he/she shall be dismissed and will be not eligible to take any courses for one semester following the dismissal (summer and winterim sessions not included). After one semester on dismissal, a student may apply for reinstatement to the College. A student permitted to return will be on a probationary status and, if dismissed a second time, will not be eligible to take any courses for one year.

The Dean of Student Development shall inform the student in writing of his/her dismissal under this policy and of the right to appeal such dismissal.

A student seeking to appeal academic dismissal must write a letter of appeal to the Academic Review Committee c/o the Office of the Dean of Student Development, which letter of appeal must be received within fourteen (14) calendar days of the student’s receipt of the letter of dismissal. A student seeking readmission prior to the expiration of the dismissal period, shall write a letter of appeal c/o the Office of the Dean of Student Development, which appeal must be received at least fourteen (14) calendar days prior to the commencement of the semester for which readmission is sought.

The Academic Review Committee shall be composed of the Dean and Assistant Dean of Student Development, one counselor, and two faculty members from each of the four academic divisions. The Academic Review Committee shall have jurisdiction to (a) determine appeals by students who have been academically dismissed, and (b) consider applications for readmission following academic dismissal.

The Academic Review Committee may grant relief on an appeal of academic dismissal or an appeal for readmission where a majority of the committee determines that the student has demonstrated extenuating circumstances (a) beyond the control of the student, and (b) not likely to reoccur, which caused the lack of academic achievement. The letter of appeal must set forth in full the basis for the appeal and the extenuating circumstances relied upon. The Academic Review Committee shall determine the appeal based upon the reasons set for in the letter of appeal and any letters filed by faculty or administrators in support of the appeal, unless the committee, at its discretion, elects to interview the student before making its decision.

The Academic Review Committee shall determine the appeal and notify the student in writing of its decision prior to the first day of classes of the semester commencing after the filing of the appeal. The decision of the Academic Review Committee shall be the final decision of the college.