

**TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE**

PROCEDURE NUMBER: 3-2-1050.5

PAGE: 1 of 6

TITLE: Academic Standing

**RELATED POLICIES
AND PROCEDURES**

3-2-1050.1, Grading System Credit and Non-credit Courses
Procedure
3-2-1050.3, Credit Course Grade Timetable and Grade
Change Procedure
3-2-1050.4, Auditing of Credit Courses Procedure

**ADMINISTRATIVE
RESPONSIBILITY:**

Chief Academic Officer

June 22, 2012

June 27, 2022

June 27, 2022

**DATE APPROVED BY
PRESIDENT**

DATE LAST REVIEW

DATE LAST REVISION

Purpose

The purpose of academic standing is to assist students in attaining their educational goals by providing a scale by which to measure progress toward graduation. A minimum institutional (cumulative) grade point average (GPA) of 2.0 is used at the College to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Requirements

In order to remain in good standing, a student enrolled in classes and pursuing an associate degree, diploma, or certificate must achieve and maintain a minimum of a 2.0 institutional GPA, excluding exempted or transfer hours.

Specific academic programs may have internally or externally mandated requirements that must also be met. Such requirements are published in the Catalog in the section for those specific academic majors. Students participating in Federal Financial Aid or other student aid programs are subject to specific satisfactory academic progress requirements that impact

TRI-COUNTY TECHNICAL COLLEGE PROCEDURE

PROCEDURE NUMBER: 3-2-1050.5

PAGE: 2 of 6

continued financial aid eligibility. The College administers financial aid programs according to the regulations set forth by the United States Department of Education and other regulatory bodies. These requirements are articulated in the Satisfactory Academic Progress Federal and Other Student Aid Programs policy.

A. Definitions

1. *Good Standing:* To maintain Good Standing, a student must meet the minimum institutional GPA requirements as stated above.
2. *Warning:* A student previously in Good Standing who falls below the minimum institutional GPA requirements as stated above will be placed on Warning for their next term of enrollment. A student who achieves a minimum 2.0 institutional GPA at the end of the Warning term is placed back in Good Standing.
3. *Academic Recovery:*
 - At the end of the Warning or Probation term, a student who does not meet the minimum institutional GPA but who shows progress towards doing so by earning a minimum term GPA of 2.0 will be placed in Academic Recovery for their next term of enrollment.
 - A student who earns a minimum of 2.0 institutional GPA at the end of their Academic Recovery term will be returned to Good Standing. A student who does not meet the institutional minimum GPA but who shows progress towards doing so by earning a minimum 2.0 term GPA will remain in Academic Recovery.
 - A student who fails to earn a minimum term GPA of 2.0 at the end of the Warning or Probation term will progress to probation or suspension as appropriate.
4. *Probation:* A student who has been in Academic Recovery for the preceding term and whose term GPA does not meet the minimum requirements will be placed on Probation for their next term of enrollment. A student who achieves a 2.0 institutional GPA at the end of their Probation term are placed back in Good Standing.
5. *Suspension:* A student who has been in Academic Recovery or Probation for the preceding term and whose institutional and term GPA do not meet the minimum requirements, will be placed on Suspension and will not be permitted to create or retain registration for the following academic term.
6. *Dismissal:* A student whose institutional and term GPA at the end of the term of suspension does not meet the minimum requirements will be dismissed from the College.

TRI-COUNTY TECHNICAL COLLEGE PROCEDURE

PROCEDURE NUMBER: 3-2-1050.5

PAGE: 3 of 6

7. *Approved Method of Notification:* Any communication from College personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail.

B. Determination of progress for Academic Standing

1. Academic standing is determined during end-of-term processing; at which point, students are coded as follows:
 - a. Warning
 - b. Academic Recovery from Warning term
 - c. Probation
 - d. Academic Recovery from Probation term
 - e. Suspension
 - f. Dismissal
2. Students in categories a., b., c. and d. above are notified by the Registrar or designee via an approved method of notification of their current status and the requirements that must be completed prior to registering for a future term. Students in category e. and f. are notified by the Chief Academic Officer or designee via an approved method of notification of their status at the College.
3. Students' status will be indicated on their permanent academic record. Registration will be prevented for students on academic suspension until they have satisfied all requirements as outlined below.

C. Requirements of Students on Warning

Students placed on Warning are encouraged to meet with their academic advisor to discuss the factors affecting their academic performance and to attend at least 2 Academic Recovery Workshops.

When advisors meet with students, they will discuss various factors affecting academic performance, which may include the following:

1. Availability of Student Support resources services (including general wellness and counseling, career counseling, accessibility resources, etc.)
2. Benefits of reduced academic load, if applicable
3. Need for developmental courses, if applicable
4. Importance of consistent class attendance and completing on time any course assignments and homework
5. Importance of and attainment of effective study skills (including benefits of enrolling in COL 103 or COL 105)
6. Importance of and attainment of effective time management skills
7. Availability of tutoring services and other support services (Tutoring Center, Supplemental Instruction, Flex Lab, etc.)

TRI-COUNTY TECHNICAL COLLEGE PROCEDURE

PROCEDURE NUMBER: 3-2-1050.5

PAGE: 4 of 6

8. Minimum institutional GPA that must be achieved at the end of the term in order to restore good standing
9. Effect on GPA of repeating courses
10. Impact of registration holds

D. Requirements for Student on Academic Recovery from Warning or Probation terms

Students on Academic Recovery will be assigned an Academic Recovery advisor who will work in coordination with the student's Student Success Network. The Academic Recovery advisor will create an Academic Recovery plan that outlines appropriate actions the students must complete over the course of the term. Reference suggested actions as noted above in C 1-10. The Student Success Coach will follow-up during regularly scheduled meetings with the student to ensure the student is meeting the requirements for their Academic Recovery term.

E. Requirements of Students on Probation

Students who do not meet the minimum term GPA at the end of a Recovery term will be placed on Probation for the following term. If the student is already registered for the next term, the student will be encouraged to meet with the academic advisor to determine whether any schedule adjustments are needed. If the student is not registered, they must meet with their assigned advisor prior to registering. The advisor will discuss with the student their academic progress.

Students on Probation will be assigned an Academic Recovery Plan to complete during the probation semester.

F. Requirements of Students on Suspension

Students who do not meet the minimum term GPA at the end of a Probation term will be placed on Suspension and will not be permitted to create or retain registration for the following academic term. During the registration period for the term following the Suspension term, students must meet their Academic Recovery Advisor to discuss their academic progress and to identify appropriate actions to improve performance.

Students who have completed one term's absence on Suspension will continue to be identified as on Suspension for the term in which they return.

If the minimum institutional GPA requirement has not been achieved at the end of the subsequent term, the student will be dismissed from the College. The student will have the opportunity to appeal the dismissal by meeting with the Academic Appeals Committee.

G. Academic Appeals Committee

TRI-COUNTY TECHNICAL COLLEGE PROCEDURE

PROCEDURE NUMBER: 3-2-1050.5

PAGE: 5 of 6

1. Purpose
The purpose of the Academic Appeals Committee is to hear student requests for reactivation once dismissed after not returning to Good Standing after their suspension term.

2. Committee Membership: The Committee will be composed of the following:
 - a. Chief Academic Officer, or designee, Chair
 - b. Dean of Students, or designee
 - c. One Credit Dean appointed by the Chief Academic Officer
 - d. Three faculty appointed by the Chief Academic Officer
 - e. Upon written request of the student, an SGA representative may also serve on the Academic Appeals Committee.

3. Appeals Procedure
At least two (2) weeks prior to the first day of classes of the reactivation term, a student desiring to have his record reactivated must submit to the Chief Academic Officer a petition for reactivation. The petition must include a complete explanation for the student's poor academic performance and changes to circumstances or behavior that will support the student's success upon re-enrolling. To the extent possible, verifiable documentation should also be included. The student may appear before the Committee when it convenes.

4. Decisions
The Chief Academic Officer will inform the student via an approved method of notification of the Committee's decision one (1) weeks prior to the first day of classes of the reactivation term. If the decision is to allow the student to return, the student will be placed on Good Standing and the Chief Academic Officer will inform the Registrar via an approved method of notification.

5. Appeals to the President
If the petition is denied, the dismissal may be appealed to the President of the College, whose decision is final.

An appeal may be submitted based on the following grounds:

- a. A procedural irregularity affecting the outcome
- b. New evidence not available at the time of the determination that could affect the outcome
- c. Conflict of interest or bias on the part of a decision-maker which affected the outcome.

The petition to the President must be submitted within three (3) business days of receiving the decision of the Academic Appeals Committee. The President will review all related information and will inform the student via an approved method of notification of the final decision no less than ten (10) business days prior to the beginning of the semester in which the student desires to re-enter. A copy of the President's written decision will be sent to the Chief Academic Officer. If the

**TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE**

PROCEDURE NUMBER: 3-2-1050.5

PAGE: 6 of 6

decision is to allow the student to return, the student will be placed on Good Standing and the Chief Academic Officer will inform the Registrar via an approved method of notification.

6. Subsequent Reactivation

If after one year of no enrollment the student desires to return, he/she/they must submit a request in writing to the Chief Academic Officer at least eight (8) weeks prior to the beginning of the term in which he/she desires to enroll. The Chief Academic Officer may request a meeting with the student as part of the decision-making process. The Chief Academic Officer will inform the student of their decision in writing at least four (4) weeks prior to the beginning of the semester. If the decision is to allow the student to return, the student will be placed on Good Standing and the Chief Academic Officer will inform the Registrar in writing or via email. Academic standing for prior terms will not be altered in any way. If the Chief Academic Officer denies the appeal, the student may not enroll for one year. After that year, the student must follow the process noted above to submit an appeal.