



## College of The Albemarle Procedure

**Procedure Number: 3-23.1P**

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**Title: Academic Progress**

**Related Policy and Procedures:**

**Division of Responsibility: Division of Learning**

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February, 2003; February, 2012

June, 2015

January, 2021

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**

College of The Albemarle shall develop a procedure outlining requirements of Academic Progress standards.

### **Administrative Responsibilities**

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

### **PROCEDURES**

#### A. Procedural Responsibilities

Any full-time or part-time curriculum student who does not meet the Academic Progress standards, will be placed on Academic Alert or Conditional Status, leading to possible academic suspension.

A student's academic progress is evaluated at the end of each academic semester. The criteria for maintaining Satisfactory Academic Progress are a semester and cumulative grade point average (GPA) of at least 2.0. A student must attain at least a 2.0 GPA to graduate and receive a degree, diploma, or certificate.

To impress upon the student the necessity of maintaining a good academic record, the college has established the following methods for informing a student about academic concerns:



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### Academic Alert

A student will be placed on Academic Alert if:

- He/she has earned less than a 2.00 GPA, or
- He/she has less than a 2.00 GPA for any one semester, but has a cumulative GPA at or above 2.0.

This is a non-punitive intervention with the purpose of alerting a student, advisors, and instructors to potential academic problems. A student placed on Academic Alert will receive notification of his/her status and must meet with an advisor or Student Success and Enrollment Management Success Coach to review an educational plan.

### Conditional Status

Warning:

A student will be placed on Conditional Status if he/she has less than a 2.0 cumulative GPA at the conclusion of any academic semester (exception: first semester of enrollment).

Consequences:

A student who is placed on Conditional Status - Warning must adhere to the following:

1. A student who is placed on warning status who has previously registered for classes will have a "hold" on his/her registration account which will prevent all registration activity.
2. Must meet with an advisor who will suggest ways to improve, and may recommend an alternative academic plan better suited to the student's abilities.
3. If the student does not abide by items 1 and 2 above, the student will be dropped from all classes prior to the start of a semester on a date specified by the Registrar.



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### **Intervention:**

A student will be placed on Conditional Status-Intervention if he/she were on Conditional Status-Warning the previous semester and his/her cumulative GPA remains below 2.00.

### Consequences:

1. A hold will be placed on the registration account which will prevent all registration activity.
2. The student must work with an advisor to create an approved academic plan.
3. If the student does not abide by items 1 and 2 above, he/she will be dropped from all classes prior to the start of a semester on a date specified by the Registrar.
4. The student must meet with an advisor at least three times in the semester.
5. The student will be required to attend academic intervention workshops/seminars.

A student will be allowed a maximum of two consecutive semesters on conditional status. If the student does not make adequate progress at the end of two semesters on conditional status, the student will be placed on academic suspension.

The Vice President for Student Success and Enrollment Management (SSEM) may give a student permission to stay on Conditional Status - Intervention for one additional semester provided that student's previous semester GPA showed improved academic progress and the student met all other conditions of Conditional Status-Intervention.

### **Academic Suspension**

A student will be placed on academic suspension if he/she is unable to attain and maintain a cumulative GPA of 2.0 after two consecutive semesters of Conditional Status-Intervention.



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### Consequences:

1. A student who has pre-registered and is placed on academic suspension will be dropped from the classes.
2. A student will be placed on academic suspension for one semester.
3. The student may be readmitted but will be assigned to an SSEM advisor whom he/she must see before registering.
4. A student who reenrolls will be placed on Conditional Status – Intervention and may be required to enroll in classes designed to facilitate their academic success.

### Appeals of Academic Suspension

A suspended student has the right to appeal. The student may appeal, in writing, an academic suspension to the Academic Appeals Ad-Hoc Committee. During the appeal process, the student may not register or attend classes. In addition, the registration hold will remain in effect.

### Procedure

1. The student must complete the Academic Suspension Appeal Form and submit it to the Vice President of SSEM within three business days after notification of suspension.
2. The Academic Appeals Ad-Hoc Committee will review pertinent records such as the students' transcripts, consult, and decide within five business days after receiving the appeal.
3. The Vice President of SSEM will notify the student of one of the following two decisions:

The Vice President for Student Success and Enrollment Management (SSEM) may give a student permission to stay on Conditional Status - Intervention for one additional semester provided that student's previous semester GPA showed improved academic progress and the student met all other conditions of Conditional Status-Intervention.

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A student will be placed on academic suspension if he/she is unable to attain and maintain a cumulative GPA of 2.0 after two consecutive semesters of Conditional Status-Intervention.



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### Consequences:

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2. A student will be placed on academic suspension for one semester.
3. The student may be readmitted but will be assigned to an SSEM advisor whom he/she must see before registering.
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### Procedure

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2. The Academic Appeals Ad-Hoc Committee will review pertinent records such as the students' transcripts, consult, and decide within five business days after receiving the appeal.
3. The Vice President of SSEM will notify the student of one of the following two decisions:
  - a. Lift suspension with or without provisions. All provisions will be monitored by a SSEM Advisor.
    - A student whose appeal is lifted may register for any classes that have not begun.
    - The student must meet with a SSEM advisor prior to registration
  - b. Let the suspension stand.
4. The Academic Appeals Ad-Hoc Committee will notify the suspended student the results of the appeal by official college email within five business days.



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5. Once the decision has been communicated to the student, the Vice President of SSEM will notify the Registrar, Financial Aid, and the Veterans Office (if necessary).