College of The Albemarle Procedure

Procedure Number: 5.2.6.1

Pages: 1 of 3

Title: Academic Progress

Related Policy: 5.2.6 Academic Progress

Division of Responsibility: Learning; Student Success and Enrollment Management

Curriculum students who do not maintain a semester or cumulative grade point average (GPA) of 2.0 or higher will be placed on Academic Alert or Conditional Status, leading to a possible Academic Suspension. A student's academic progress is evaluated at the end of each academic semester. Satisfactory academic progress is calculated using a semester and/or cumulative GPA of at least 2.0. Any student placed on an academic status will be notified.

A student must earn 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, College of The Albemarle (College) has established the following interventions to assist students with academic concerns:

- Academic Alert
- Conditional Status
- Academic Suspension

Academic Alert

An Academic Alert is the first status applied when evaluating a student's academic progress. A student will be placed on Academic Alert if:

- the student has earned less than a 2.0 cumulative GPA without a current assigned academic status; or,
- the student has less than a 2.0 GPA for any one academic semester, but has a cumulative GPA at or above 2.0.

This is a non-punitive intervention with the purpose of alerting students, advisors, and instructors to potential academic problems.

A student placed on Academic Alert must adhere to the following:

1. meet with an academic advisor to review and/or revise their academic plan as needed; and,
2. identify and comply with recommendations made by an academic advisor regarding academic and student support services/workshops available at the College or within the community.

Conditional Status

A Conditional Status is the second status applied when evaluating a student's academic progress following an Academic Alert. A student will be placed on Conditional Status if:

- the student has less than a 2.0 cumulative GPA at the conclusion of an academic semester; and,
- the student is currently under an Academic Alert.

Conditional Status will not apply to the first semester of enrollment.

A student placed on Conditional Status must adhere to the following:

1. meet with an academic advisor to review and/or revise the student's current academic plan up to three times per semester;
2. in collaboration with an academic advisor, complete the Academic Progress form; and,
3. identify and comply with recommendations made by an academic advisor regarding academic and student support services/workshops available at the College or within the community.

A student who is placed on Conditional Status will have a "hold" placed on their registration account which will prevent all future registration activity. If a student does not comply with the stated requirements, the student may be dropped from all classes prior to the start of a semester on a date specified by the registrar.

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 (vice president), or designee, may give a student permission to stay on Conditional Status for one additional semester provided that student's previous semester GPA showed improved academic progress (GPA of 2.5 or higher) and the student met all other conditions of the Conditional Status.

Academic Suspension

Academic Suspension is the final status applied after Conditional Status. A student will be placed on Academic Suspension if:

- the student is unable to earn and maintain a cumulative GPA of 2.0 after two consecutive semesters of Conditional Status.

A student who is placed on Academic Suspension will have a "hold" placed on their registration account which will prevent all future registration activity.

A student placed on Academic Suspension must adhere to the following:

1. complete one semester of Academic Suspension in which the student may not register or attend classes;
2. meet with an academic advisor to review and/or revise the student's academic plan and complete the Academic Progress form prior to re-enrolling;
3. meet with an academic advisor up to three times per semester as needed;

4. identify and comply with recommendations made by an academic advisor regarding academic and student support services/workshops available at the College or within the community; and,
5. return to a Conditional Status II upon re-enrollment.

A student who is placed on Academic Suspension may submit an appeal. A student who is registered and does not successfully appeal the decision will be dropped from all classes on a date specified by the registrar.

Appeals of Academic Suspension

A suspended student has the right to appeal. During the appeal process, the student may not register or attend classes. In addition, the registration hold will remain in effect.

1. The student must complete the Academic Progress form and submit it to the vice president, or designee, prior to re-enrollment or the start of classes. Students who do not submit the Academic Progress form in advance will not be able to register or will be dropped from all classes on a date specified by the registrar.

2. The Academic Appeals Ad-Hoc Committee is appointed to review pertinent academic records such as the students' transcripts, and make a decision within five calendar days after receiving the appeal.

3. The vice president, or designee, will notify the student of one of the following two decisions:

    a. Lift the suspension with or without provisions. All provisions will be monitored by an academic advisor.

        - A student whose appeal is lifted may register for any classes that have not begun.
        - The student must meet with an academic advisor prior to registration

    b. Let the suspension stand.

4. An assigned academic advisor will notify the suspended student the results of the appeal by official college email within five calendar days.

5. Once the decision has been communicated to the student, the vice president, or designee, will notify the registrar, Financial Aid Office, and the Veterans Office (if necessary).

6. The decision of the Academic Appeals Ad-Hoc Committee is final.

June 13, 2023	March 2, 2026	N/A
Date Approved by President's Leadership Team	**Date of Last Review**	**Date of Last Revision**