



ADMINISTRATIVE PROCEDURE

TITLE: Academic Suspension (was Suspension Notification and Status Removal)

ADMINISTRATIVE PROCEDURE # 4255

RELATED TO POLICY # 4250 PROBATION AND SUSPENSION

Academic Suspension is a status applied to a student that is not making satisfactory academic progress for at least two consecutive terms. To continue coursework in a suspension status the student must meet with their academic advisor to build an academic plan which limits a student's enrollment options and ensures GPA improvement and compliance with financial aid requirements if appropriate.

A. Criteria

1. Students maintaining less than a 2.00 cumulative Grade Point Average (GPA) for two (2) consecutive terms will be placed on academic suspension.
2. Students who have attempted 36 credits or more and have a 1.75 cumulative GPA or lower will be placed on academic suspension.

B. Notification

1. Students placed on Academic Suspension will be notified in writing by the Director of Registration and Records within one (1) week of the date grades are released.

C. Registration Status

1. Once students are placed on suspended status any courses the students have preregistered for will be dropped from their schedule. Students will be required to meet with their Academic Advisor prior to registering for courses.
2. The College will work with students to determine the appropriate actions and credit limitations necessary to help ensure future academic success.

D. Academic Suspension Removal

1. Students placed on Academic Suspension must bring their cumulative GPA to a 2.00 or better to have the suspended status removed.

E. Financial Aid Requirements

1. Students receiving financial and/or veteran aid through the college will be required to meet the Satisfactory Academic Progress Requirements outlined in the financial aid and/or veteran literature.

F. Appeals

1. Students who feel an error has occurred in their academic record will have 90 calendar days from date of letter or postmark on envelope, whichever is latest, to file an appeal with the Director of Registration and Records.

RESPONSIBILITY:

The Chief Student Success Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031
DATE OF ADOPTION: 1/25/2022 by CC
DATE(S) OF REVISION: 3/11/2024 by CC
DATE(S) OF PRIOR REVIEW: