

# Leeward Community College

## Unsatisfactory Academic Progress (UAP) Policy

Policy Number: L7.210  
Effective Date: March 27, 2019  
Review Date: March 27, 2024

### I. Purpose

The purpose of the UAP policy is described in the “Policy Objectives” below.

### II. Related Policies

- Leeward Community College L7.210 Policy on Graduation

### III. Policy Objectives

1. To establish standards of satisfactory academic progress.
2. To establish procedures for identifying students who are not making satisfactory academic progress
3. To encourage such students to take appropriate action to improve their academic performance.
4. To have a procedure that is clear and understandable to students that provides campus offices with guidelines on implementation of the policy.

### IV. Definitions

As used in this policy:

**Term** is defined as Fall or Spring semester.

**Term GPA** is defined as the semester grade point average (GPA) earned for only the applicable semester at Leeward Community College.

**Cumulative GPA** is defined as the overall GPA earned at Leeward Community College (the College).

### V. Procedures

For purposes of this policy, a student has Unsatisfactory Academic Progress if the student is placed on: Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal.

#### ACADEMIC WARNING

If a student fails to earn a cumulative GPA of 2.0 or higher during a term, the student will be placed on Academic Warning for the following term.

If the student earns a cumulative GPA of 2.0 or higher during the term the student is on Academic Warning, the student will be restored to good academic standing the following term.

A student will remain on Academic Warning status if the cumulative GPA is below a 2.0, but the term GPA is 2.0 or higher. A student on Academic Warning will be encouraged to meet with a counselor.

### ACADEMIC PROBATION

If during the term the student is on Academic Warning, the student fails to earn a term GPA of 2.0 or higher, the student will be placed on Academic Probation for the following term.

During the term the student is on Academic Probation, if the student earns a cumulative GPA of 2.0 or higher, the student will be restored to good academic standing the following term.

A student will remain on Academic Probation status if the cumulative GPA is below a 2.0, but term GPA is 2.0 or higher. A student on Academic Probation will be required to meet with a counselor.

### ACADEMIC SUSPENSION

If during the term the student is on Academic Probation, the student fails to earn a term GPA of 2.0 or higher, the student will be placed on Academic Suspension the following term.

A student who has been suspended is prohibited from enrolling in any credit courses for one term at the College. If the student has pre-registered for an upcoming term, the student will automatically be dropped from their Leeward Community College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the suspension period and will be readmitted on "Probation after Suspension" status (see next section).

### ACADEMIC PROBATION after ACADEMIC SUSPENSION (Probation after Suspension)

Students on, or readmitted on, Academic Probation after Academic Suspension status will be required to meet with a counselor to discuss and secure approval for courses to be taken that term. The probationary student may not register or add/drop courses until the student meets with a counselor.

If, during the "Probation after Suspension" term(s), the student earns a cumulative GPA of 2.0 or higher, the student will be restored to good academic standing the following semester.

If, during the "Probation after Suspension" term(s), the cumulative GPA is below a 2.0, but term GPA is 2.0 or higher, the student will remain on "Probation after Suspension" status.

If, during the "Probation after Suspension" term(s), the student fails to earn a term GPA of 2.0 or higher, the student will be placed on Academic Dismissal. (see next section).

### ACADEMIC DISMISSAL

If the student readmitted to the College on "Probation after Suspension" fails to earn a term GPA of 2.0 or higher, the student will be placed on Academic Dismissal.

A student who has been dismissed is prohibited from enrolling in any credit courses offered by the College for the next two consecutive terms. If the student has pre-registered for an upcoming term, the student will automatically be dropped from their

Leeward Community College classes. The student will receive a 100% refund of tuition and fees.

The student will be eligible to reapply for admission after the dismissal period and will be readmitted on Academic Probation after Dismissal status. See next section for required steps.

#### ACADEMIC PROBATION after ACADEMIC DISMISSAL (Probation after Dismissal)

Students on, or readmitted on, Academic “Probation after Dismissal” status will be required to meet with a counselor to discuss and secure approval for courses to be taken that term. The probationary student cannot register or add/drop courses until the student meets with a counselor.

If, during the “Probation after Dismissal” term(s), the student earns a cumulative GPA of 2.0 or higher, the student will be restored to good academic standing the following term.

If, during the “Probation after Dismissal” term(s), the cumulative GPA is below a 2.0, but term GPA is 2.0 or higher, the student will remain on “Probation after Dismissal” status.

If, during the “Probation after Dismissal” term(s), the student fails to earn a term GPA of at least 2.0 or higher, the student will be permanently dismissed from the College.

The College will inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

When a student has been placed on Academic Probation, Academic Suspension, or Academic Dismissal, such action will be permanently indicated on the student’s academic record (transcript).

A student placed on Academic Suspension or Academic Dismissal status may appeal the action by filing a written appeal with the Dean of Student Services or designee no later than 10 calendar days after the date of the written notice from the College. The appeal must include a brief outline of the reasons why the appeal should be granted. The decision of the Dean of Student Services or designee on the appeal will be final.

Students on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal are not eligible to graduate. For students on UAP seeking to graduate in the summer: if, upon GPA recalculation after summer grades are posted they achieve a cumulative Leeward GPA of 2.0 or higher, the student will be restored to good academic standing and their graduation eligibility will be reinstated.

#### **VI. Responsibilities**

Admissions and Records tracks student grade point averages, inputs academic action on student records, and informs students that have UAP status.

Counseling and Advising provides students with accurate information about the impact of being placed on UAP, recommends appropriate courses to take in subsequent semesters and removes probation holds on accounts for students on probation, suspension, and dismissal.

## **Campus Approvals**

Faculty Senate approval date: December 15, 2018

Chancellor approval date: March 27, 2019