

Policy Number: L7.210

Approved Date:

Review Date:

Leeward Community College

Title: Unsatisfactory Academic Progress (UAP) Policy

Introduction:

The UAP policy is to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage such students to take appropriate action to improve their academic performance.

Related Policies:

There are no related BOR, UH System, or UH Community Colleges policies. Each campus has its own Academic Actions, Unsatisfactory Academic Progress, or Academic Probation policy.

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.

Procedures:

As used in this policy:

Term is defined as Fall or Spring semester.

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

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

For purposes of this policy, a student has Unsatisfactory Academic Progress if he/she 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 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 term GPA is 2.0 or higher. A student on Academic Warning will be encouraged to meet with a counselor to discuss courses to be taken that semester.

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 to discuss and secure approval for courses to be taken that semester. The probationary student cannot register or add/drop courses until the student meets 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 (Fall or Spring) 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 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.

Special conditions may be established by the Dean of Student Services. If the student fails to meet those special conditions during the probationary term following the suspension, the student will be placed on Academic Dismissal (see next section).

If, during the "Probation after Suspension" term(s), the student fails to earn a term GPA of at least 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 may 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” 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.”

Special conditions may be established by the Dean of Student Services. If the student fails to meet those special conditions during the second probationary term following the dismissal, the student will be permanently dismissed from the College.

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 Warning, Academic Probation, 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 20 working days after the date of the written notice. 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 Unsatisfactory Academic Progress (Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal) are not eligible to graduate.

Responsibilities:

Admissions and Records tracks student grade point average (GPA), inputs academic action on student records, and informs students that are have UAP status.

Counseling and Advising will provide students with accurate information about the impact of being placed on UAP and recommend appropriate courses to take in subsequent semesters. If a student has been placed on Academic Probation, the student must meet with a counselor to discuss and secure approval for courses to be taken that semester. The probationary student may not register or add/drop courses until the student meets with a counselor.

Approvals:

Faculty Senate

Vice Chancellor for Academic Affairs

Chancellor