Academic Standing

Academic Standing Defined

Students must maintain a cumulative GPA of 2.00 or better to be in good academic standing. Students who are considered at risk of losing good academic standing fall into one of three categories.

1. Academic Warning - Any student who receives a quarterly GPA below 2.0 for any quarter will be placed on Academic Warning.
2. Academic Probation - Any student with two consecutive quarterly GPA's less than 2.0 and/or whose cumulative GPA is less than 2.0 will be on Academic Probation and may be required by the college to enroll in College Success or other courses as determined by the college to assist with academic success.
3. Academic Suspension - Any student with three or more consecutive quarterly GPA’s less than 2.0 and/or whose cumulative GPA is less than 2.0 is subject to Academic Suspension of up to three academic quarters. Students who are academically suspended must petition for reinstatement to the VP of Student Success at least 6 weeks prior to the quarter the student would like to re-enter the college.

Academic Interventions

The Academic Standards Committee authorizes the Vice President of Student Services or designee to selectively mandate academic intervention strategies for students who pass few or no credits to encourage timely student completion of programs, certificates and/or degrees. Intervention may include:

1. Credit limitations
2. Special courses
3. Tutoring
4. Directed advising, and
5. Other strategies

Senate Bill 5135 (circa 2004) on Student Progress authorizes the college to intervene with academically at-risk students.

Summary

Students must attain a cumulative GPA of 2.00 or better to earn degrees and certificates. Students with poor academic status will be alerted of their quarterly and cumulative GPA, procedures to follow for assistance in improving their academic status and if suspended, procedures to follow for academic reinstatement. Quarterly academic warning letters are sent to students via their LCC email address within two weeks of grades being posted.

The Academic Warning Process Team will assign academic status based on the three categories delineated in College Policy. Two additional academic status options may be assigned if committee members are aware of extenuating circumstances that affected the academic progress of a student during the quarter being reviewed.

Positive Academic Student Success (PASS)

Students who are not in good academic standing are all assigned a Positive Academic Student Success (PASS) Coach. Your coach is there to support you, check-in, and advocate for you. You are required to participate in the PASS online canvas course, it is free and not for credit. The course is straightforward and the weekly assignments are quick. The goal is to provide additional support and facilitate reflection to help you be as successful as possible.

Your PASS Coach will send you an invitation through Canvas to start your PASS course. Historically, students who have enrolled and fully participated in the PASS course have been more successful in their college courses and were able to progress through their program of study. If you do not hear from your PASS Coach by the end of the second week of classes, please call (360) 442-2473.

At the conclusion of the quarter, your PASS coach will advocate for you to the Academic Standing Committee which will determine your Academic Standing for the next quarter. By staying in contact with your PASS coach and engaging in the weekly assignments your PASS coach will have all the information needed to advocate for you.
Levels of Academic Warning and Intervention Steps

1. **Academic Warning**
   a. Description: first quarter GPA below 2.00; either quarterly GPA or cumulative GPA is below 2.00.
   b. Intervention: student will be assigned a Positive Academic Student Success (PASS) Coach and is required to participate in the supplemental PASS canvas course.

2. **Academic Warning Improved**
   a. Description: second quarter quarterly GPA is above 2.00, but cumulative GPA is still below 2.00. Improvement is noted and warning status continues, rather than probation.
   b. Intervention: student continues working with their assigned PASS Coach, and is required to participate in the PASS canvas course.

3. **Academic Probation**
   a. Description: second quarter quarterly and/or cumulative GPA is/are below 2.00 for two consecutive academic quarters.
   b. Intervention: student continues working with their assigned PASS Coach, and is required to participate in the PASS canvas course.
   c. Restrictions:
      1. Must have a 2.00 to enroll for next quarter or probation goes to suspension.
      2. Student may not enroll in more than 15 credits while on Academic Probation.

4. **Continued Academic Probation**
   a. Description: second or third quarter quarterly and/or cumulative GPA is/are below 2.00 for two or more consecutive academic quarters, but committee is aware of extenuating circumstances or student shows improvement and chooses not to place student on Academic Suspension.
   b. Intervention: PASS Coach from previous quarter continues.
   c. Restrictions:
      1. Must have a 2.00 to enroll for next quarter or probation goes to suspension.

5. **Academic Suspension**
   a. Description: third quarter quarterly and/or cumulative GPA is/are below 2.00 for three or more consecutive quarters.
   b. Restrictions:
      1. Student may not enroll for two consecutive quarters.
         a. Must follow request for academic reinstatement procedures listed below no later than six weeks prior to quarter of intended enrollment.
         b. If approved for academic probation, must follow academic reinstatement procedures listed below to assure plan for success is in place.
      2. If student is pre-enrolled for next quarter, they will be dropped from their courses and must follow the reinstatement procedures.

**Academic Warning and Probation Next Steps**

Many students have a rough quarter during college and persevere to successfully complete the next quarter and go on to earn their degree! You can do it, and we are here to help.

**Know Where You Stand**

- What is your academic standing? Check out the flowchart (accessible version located at lowercolumbia.edu/publications/academic-standards-operational-guidelines/academic-standing-flowchart-alt or non-accessible version located at lowercolumbia.edu/publications/academic-standards-operational-guidelines/academic-standing-flowchart) to understand how academic standing works, and re-read your academic standing letter to see where you are at.
- Are there courses you have taken more than once? Submit a grade replacement form at Registration to remove your lower grade from your GPA calculation and improve your overall GPA. Visit registration in the Admissions Center, or call (360) 442-2370.
- How does your academic progress impact your financial aid? Eligibility standards for academic progress are outlined in the Financial Aid Handbook at lowercolumbia.edu/financial-aid. Contact Financial Aid at (360) 442-2390 to see how your aid is impacted.
Know Where You Are Going

- How many credits will it take for you to get back into good academic standing? Work with your PASS coach to calculate a potential GPA.
- Meet with your advisor to plan out the next quarter (or year!), and understand what it takes to graduate.
- Visit Career & Employment Services at lowercolumbia.edu/careerservices to explore your career path.

Know Your Support System

1. **Faculty Advisors** - Your faculty advisor can help you review your plan of study, discuss course options, discuss withdrawal options if necessary, and help you learn more about campus resources. Check in with your faculty advisor regularly! Find contact information in the LCC Employee Directory at lcc.ctc.edu/employees.

2. **Career & Employment Services** - Students who have explored career options and made an informed choice are more likely to succeed academically. Visit Career & Employment Services in the Admission Center or online at lowercolumbia.edu/careerservices to explore today, or attend workshops on College Success, Career Planning, and more!

3. **Tutoring** - Tutoring is free and is available for LCC student online and in the Learning Commons in the Library. Learn more about Tutoring at lowercolumbia.edu/tutoring.

4. **Counselors** - LCC has counselors available to support you in problem-solving and exploration of issues that may be keeping you from achieving your academic goals. Counselors may be able to refer you to additional campus and local resources. Make an appointment by calling 360.442.2330, or visit our Counseling webpage at lowercolumbia.edu/counseling.

5. Other resources that may be able to support your success:
   1. **Childcare** - call (360) 442-2890 or visit lowercolumbia.edu/childcare
   2. **Disability Support Services** - call (360) 442-2341 or visit lowercolumbia.edu/disability
   3. **Financial Aid** - call (360) 442-2390 or visit lowercolumbia.edu/financial-aid
   4. **TRiO Student Support Services** - call (360) 442-2420 or visit lowercolumbia.edu/trio
   5. **Veterans Services** - call (360) 442-2393 or visit lowercolumbia.edu/veterans
   6. **eLearning** - call (360) 442-2520 or visit lowercolumbia.edu/ed-services/online

Questions? Contact the office of the Vice President of Student Services at (360) 442-2300

**Academic Suspension Next Steps**

**While You Are Away:**

Students on suspension must take two consecutive quarters off from LCC. While you are away, consider the following options:

- Work and gain experience--consider employment that aligns with your career goals, consider volunteering or shadowing someone in the profession you are interested in.
- Frequently students struggle academically due to health and family matters. Take the time during suspension to heal and attend to your family.
- Use this time to reflect on your education--what are your strengths and weaknesses? Is your current major a good fit? Consider meeting with an advisor or visiting Career & Employment Services to explore this.
- Focus on your study habits. Is there a course you struggled with that you could spend time on now? Brush up on the basics through Transitional Studies at LCC, free online courses, or consider self-study.

**Ready to Re-Enroll?**

In order to enroll in courses you must indicate your intent to return by completing and submitting the Petition for Academic Reinstatement form. Please submit the form no later than 6 weeks before the start of the quarter you wish to attend.

Once you have submitted the Petition for Academic Reinstatement, you will be contacted with information to schedule a meeting to discuss:

1. What was the cause of your previous quarter’s GPA?
2. Discuss a few specific steps that you can take to address the cause of your Winter Quarter GPA.
3. Which classes, if any, were the most challenging for you and why?
4. Which campus resources were you able to take advantage of including: Disability Support Services, Counseling, Tutoring Center, etc.?
5. Review your academic and professional goals.
6. If your financial aid has been suspended, what is your plan for paying your tuition and fees for the next quarter?

What’s Next?

Once re-enrolled, you will remain on Academic Probation until your cumulative GPA rises to a 2.0 or higher. During this time all rules for students on Academic Probation will apply, including:

1. Enroll in a minimum of 5 credits but no more than 15 credits for the next quarter you attend LCC. While you may enroll in less than 5 credits for the quarter, you will not be able to move back to satisfactory academic standing without successfully completing at least 5 credits in one academic quarter.
2. Achieve at a minimum a 2.00 (C grade or higher) in any course you take this quarter.
3. If your cumulative GPA is below a 2.00 you must raise it to 2.00 or above.
4. Meet or communicate with your assigned LCC staff or faculty member who will be your PASS Coach. With your PASS Coach, you will review your academic performance and create a plan for academic success. You will receive additional information about your assigned PASS Coach via email and will work with them through Canvas.
5. You are required to participate in the “Positive Academic Student Success” course on CANVAS. Please see your Canvas account for details and information.

Check out ‘Next Steps’ for Academic Probation in this document, or contact the office of the Vice President of Student Services at (360) 442-2300

Transcript Annotation

1. The Registration Office places “Academic Suspension” on the student’s transcript in the quarter in which the student is suspended.
2. The notation becomes a permanent part of the transcript.

Academic Suspension Paperwork Annotation

1. All academic suspension paperwork will clearly state “Academic Suspension” in order to distinguish it from financial probation or suspension.
2. Faculty, counselors and advisors are able to read student grades electronically so that during the quarter they can check on the progress of students on academic probation.

Request for Academic Reinstatement from Academic Suspension

Procedure

1. Student suspended for academic reasons must petition in writing for reinstatement.
2. Student must use the Petition for Reinstatement from Academic Suspension form available in the Registration Office or online at lowercolumbia.edu/students/forms.
3. Student must include:
   a. A detailed explanation of the factors that led to being placed on academic suspension.
   b. A description of their academic goals and why they want to return to LCC.
   c. How their circumstances have changed and what steps they will take to ensure their academic success.
   d. Completed Petition for Reinstatement from Academic Suspension form is turned in to the office of the Vice President of Student Services in the Admissions Center Room 159 or by email at academicstandards@lowercolumbia.edu. Online submissions are automatically received in the VP of Student Services Office.
4. Students will be contacted by the Retention Specialist to review the petition for reinstatement.

Academic Reinstatement - Suspension to Temporary Academic Probation

1. A student whose Petition for Reinstatement from Academic Suspension is approved shall be placed on academic probation during the quarter of reinstatement.
2. Student must enroll in a minimum of 5 credits but no more than 15 credits for the next quarter attended at LCC. While student may enroll in less than 5 credits for the quarter, they will not be able to move back to satisfactory academic standing without successfully completing at least 5 credits in one academic quarter.

3. To be removed from probation, the student must successfully complete the quarter in which reinstated by achieving a minimum 2.00 (C or higher) in all courses taken and must raise cumulative GPA to 2.00 or higher.

4. Student must meet or communicate with assigned LCC staff or faculty member or Positive Academic Student Success (PASS) Coach to review academic performance and create a plan for academics. Additional requirements may be added to the above conditions for student to meet prior to being removed from academic probation.

5. A student who does not successfully complete the academic reinstatement requirements is suspended.

6. A student who is suspended for academic reasons must in each instance reapply for reinstatement to the college.

**Subsequent Quarter Registration While on Temporary Academic Probation**

1. The student cannot pre-register for the next quarter while on temporary academic probation.

2. The student must receive required 2.00 grade point average for the quarter in which reinstated before being allowed to register for a subsequent quarter.

**Registering for a Quarter Later than the Quarter Granted Reinstatement**

**Procedure**

1. A student who receives permission to register for a specific quarter but does not register is allowed to register for a subsequent quarter without having to reapply for reinstatement.

2. All required conditions of original reinstatement apply.

**Authority**

1. The Academic Standards Committee authorizes the Vice President of Student Services or designee to handle all reinstatement procedures.

2. In the event the Vice President of Student Services is not available the chairperson of the Academic Standards Committee shall serve in this capacity.