

Category: Student Life

Department: Admissions

Policy Title: Academic Probation & Dismissal Appeal Process

Policy Statement: Academic Probation is a warning that the individual's performance is below that necessary for satisfactory academic progress. To avoid dismissal, the student's cumulative GPA must be above the GPA outlined below for the semester following being placed on academic probation.

Procedures: Academic Probation is based upon the number of completed hours and cumulative GPA using the following structure:

1. 0-32 hours completed- if cumulative GPA is 1.5 or below then placed on probation
2. 33-48 hours completed—if cumulative GPA is 1.75 or below then placed on probation
3. 49 or more hours completed—if cumulative GPA is below 2.00, then placed on probation

Additionally, students who were enrolled full-time (12 hours or more) during the semester placed on academic probation will be limited to 13 hours of enrollment. This allows for four academic courses and the Academic Recovery course. Students who were enrolled part time (less than 12 hours) during the semester placed on probation will be limited to 8 hours of enrollment. This allows for a minimum of two academic courses and the Academic Recovery course.

At the end of the probation semester, students failing to improve their GPA to at least 2.0 will be placed on academic dismissal, during which time they will be automatically dropped from pre-enrolled classes for the subsequent semester. In order to continue to take classes at Garden City Community College, students placed on dismissal must meet with the Director of Enrollment Management and complete the dismissal appeals process for reinstatement to the college. If reinstated, at the close of the appeal semester, students failing to make satisfactory progress or improve their overall GPA to at least 2.0 will be dismissed for one semester without the opportunity for appeal.

Transfer students entering GCCC will follow the same guidelines outlined above. Exemptions or special considerations will be reviewed by the Academic Review Committee using the appeal process outlined. Students dismissed from the GCCC for academic reasons may not re-enroll without permission of the Academic Review Committee. This policy also applies to those dismissed from other colleges who wish to transfer to GCCC.

ACADEMIC DISMISSAL APPEAL PROCESS

An appeal process is available to any student placed on Academic Dismissal. During the appeal process, a student is not allowed to enroll at GCCC. All appeals must occur in the following

manner by the deadline specified in the Academic Dismissal letter or as indicated by the Director of Enrollment Management:

1. A letter of appeal must be submitted to the Director of Enrollment Management stating reasons for dismissal and conditions that indicate a plan of improvement.
2. Two letters of recommendation must be mailed directly to the Director of Enrollment Management. The letters must come from college faculty or staff, an academic advisor, or work supervisors.
3. College transcript(s) must be submitted to the Director of Enrollment Management.

The items listed above will be given priority if received in the office of the Director of Enrollment Management by:

- June 1 for Summer enrollment
- July 13 for Fall enrollment
- Oct 5 for Spring enrollment

Dishonesty on any of the materials submitted to the Review Committee is considered grounds for denial of readmission to the college.

The Academic Review Committee may schedule a hearing and will notify the student of the hearing date, time, and place. The student must be present at such hearing. The Committee shall either (1) readmit (admit) the student and allow him/her to enroll in the upcoming session or (2) deny the student's request to be readmitted. A student's failure to appear at the hearing waives the student's right to appeal for that appeal session.

Students who have been academically dismissed from any other post-secondary institution at least one (1) semester prior to seeking admission to GCCC, must present the same information listed above to the Director of Enrollment Management by the deadline date set.

If readmitted, the student will be placed on Academic Probation for the first semester of enrollment and must meet the conditions for academic good standing thereafter. Students whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the Vice President of Instruction/Student Services or his/her designee. Such appeals must be made in writing to the Office of the Vice President of Student Services within one working day following denial by the Committee. Dispositions by the Office of the Vice President of Student Services are final. If a student does not appeal or is denied readmission for one semester, he/she has the right to appeal at a future date. The appeal process must be completed by the priority dates specified for the semester in which the student wishes to enroll. The student seeking readmission to the College at a future date is solely responsible for knowing and meeting deadlines for the subsequent appeal. Students transferring from another college are reminded that enrollment is not official until all records are complete and submitted to the Admissions Office.

If student is reinstated after dismissal and fails to make satisfactory progress or improve their overall GPA to at least a 2.0 , they will be dismissed from Garden City Community College for one semester without the opportunity for appeal.

Contacts: Director of Enrollment Management, Vice President of Instruction and Student Services

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Keywords: Dismissal, Probation, Appeal

Related Form: Verification of Medial Impact on Academic Success, Application for Academic Reinstatement