

<b>Academic Standing Procedure</b>	Procedure Number	3.10P
	Effective Date	June 28, 2011

**1.0 PURPOSE**

In accordance with Board Policy 3.10 Academic Probation and Suspension, the purpose of this procedure is to establish standards for academic standing and to outline the procedures in which students may mitigate academic status of “probation” or “suspension.” This procedure also prescribes a course of action for students with an academic status of “probation” or “suspension” to facilitate their success.

**2.0 REVISION HISTORY**

Adopted on: 6/28/11  
 Revised on: 5/30/14 (Edits Only), 9/26/23

**3.0 PERSONS AFFECTED**

Persons affected by this procedure include students, faculty, school deans, and Student Services staff.

**4.0 DEFINITIONS**

- A. *Academic Probation* – First semester of less than a cumulative 2.0 GPA. Student is restricted from subsequent enrollment until meeting with a Student Success Coach.
- B. *Academic Standing* – This refers to the status of a student’s academic performance each semester. Statuses include “good academic standing,” “academic probation,” and “academic suspension.”
- C. *Academic Suspension* – Second consecutive semester of less than a cumulative 2.0 GPA: Student is restricted from re-enrolling for one semester.
- D. *Cumulative Grade Point Average (GPA)* – The average of all grades earned in all classes while enrolled at LCCC.
- E. *Good Academic Standing* – Cumulative GPA of 2.0 or better
- F. *Successful Completion* - Completion of a course with a grade higher than “U” “D” or “F”

**5.0 PROCEDURES**

- A. Academic standing is determined at the end of the fall and spring semesters. Academic standing is not calculated for the summer semester.
- B. Students will be placed on academic probation after the end of the first semester in which their cumulative grade point average (GPA) falls below a 2.0.

- 1) Students will be notified of their academic probation status by the Office of the Registrar.
  - 2) A registration restriction indicating academic probation will be placed on the student's academic record.
  - 3) Students on academic probation may register for classes for the following semester, but they are required to meet with a Student Success Coach to:
    - a. assess their academic standing
    - b. update the personalized academic plan to repair their GPA
    - c. make necessary changes to the next semester's schedule
    - d. discuss options and resources available to the student to help return the student to good academic standing.
- C. Students who do not re-enroll the semester after they are placed on academic probation and then return after an absence will remain on academic probation for the semester in which they return. The cumulative GPA at the end of this semester will determine the student's academic standing. These students will either be returned to good academic standing (cumulative GPA of 2.0 or higher), or be placed on academic suspension (cumulative GPA below 2.0) after the end of this semester.
- D. Students will be placed on academic suspension and required to take one semester off from classes at LCCC after the second consecutive semester in which their cumulative GPA remains below 2.0.
- 1) Students will be notified of their academic suspension status by the Office of the Registrar.
  - 2) A registration restriction indicating academic suspension will be placed on the student's academic record, and the student will be dropped from all classes for upcoming semester(s).
    - a. Students placed on academic suspension at the end of fall are dropped from all spring and/or summer classes.
    - b. Students placed on academic suspension at the end of spring are dropped from all summer and/or fall classes.
  - 3) Students who wish to appeal their academic suspension are required to meet with their Student Success Coach to complete the Academic Suspension Appeal process and update the personalized academic plan.
  - 4) Suspension Appeals are reviewed by a committee which includes the following:
    - a. Dean of Students
    - b. Academic Dean
    - c. Director, Enrollment Services
    - d. Director, Financial Aid & Scholarships
    - e. Registrar
  - 5) Students will be notified of the status of their appeal within ten business days of receipt of the appeal.
    - a. If approved, students will be granted an additional semester of academic probation, and must follow the steps outlined in 5.0 B above.
    - b. If denied, students must take a semester break from LCCC.
  - 6) After a one semester break from LCCC, students on academic suspension are returned to good academic standing, even though their cumulative GPA is below 2.0, and are eligible to re-apply to LCCC. Once re-admitted, students must meet with a Student Success Coach to complete a personalized academic plan prior to registering for classes.
- E. Students are considered to be in good academic standing once their cumulative GPA is back at or above a 2.0.