

KAUA'I COMMUNITY COLLEGE
Student Academic Probation

1. Purpose

To establish a policy and procedures for handling probationary status for students not making satisfactory and normal progress toward achievement of their educational goals. The policy guideline is designed:

- A. To serve as a formal warning system to motivate students to devote more thought to the selection, design, and execution of a program of study in an effort to increase the probability of success.
- B. To provide a measure of control over students who continuously enroll in classes but maintain a poor class completion rate and thereby deny other students the opportunity to take these classes.

2. Policy

- A. A student failing to complete at least one-half (1/2) of credits attempted in a semester, excluding withdrawals, or earning less than a current and/or cumulative 2.0 grade point average (providing 2 or more courses are taken) will be placed on academic probation during the following semester. Probationary status shall be noted in the student's transcript record.
- B. A student on probation will be allowed to enroll for a maximum of 12 units of work per semester unless the academic advisor allows more to be taken.
- C. A student on academic probation who subsequently achieves a current and cumulative 2.0 grade point average and completes all credits attempted, excluding withdrawals, (providing 2 or more courses are taken) will be removed from academic probation and it will be so noted on the student's transcript record.
- D. A student on probation who fails to achieve at least a 2.0 grade point average for courses undertaken in his or her probationary semester and/or fails to achieve a cumulative 2.0 grade point average and/or does not complete all credits attempted, excluding withdrawals, (providing 2 or more courses are taken) shall be suspended for one semester. The suspension shall be noted on the student's transcript record.
- E. Upon his or her return to the College, a suspended student is placed on academic probation and must comply with the conditions set forth for probationary students. Failure to achieve at least a 2.0 grade point average or completion of all credits attempted, excluding withdrawals, for courses undertaken (providing 2 or more courses are taken) in his or her probationary semester will result in an additional suspension of one semester. The additional suspension shall be noted on the student's transcript record.

- F. Should a student still wish to continue with his/her education, he or she will be placed on academic probation upon his or her return from the second suspension. Should succeeding suspensions be necessary, they shall be imposed under the same conditions as with the first and second suspensions.
- G. A student suspended at the end of the spring semester is eligible to attend the summer session immediately following. If the student raises his or her cumulative grade point average to at least 2.0, or shows evidence of greater motivation at the end of the summer session, the suspension will be rescinded.

3. Procedure:

- A. For purposes of implementing this policy the following procedures will apply:
 - i. F and N grades will be viewed as unsatisfactory for completion purposes. A class for which a grade of *I* is received will not be counted in calculating the proportion of completed classes, unless the *I* grade reverts to an F or an N grade. W grades will not be considered.
 - ii. Calculation of class completion will be based on a credit hour conversion and will not be based on the number of classes. Thus, a student completing two 1-credit classes and not completing one 3-credit class will be viewed as not completing 50 percent of the classes taken. For the purposes of this policy, consecutive modular courses and lecture/lab courses are considered one course.
 - iii. The Vice Chancellor for Student Affairs (VCSA) is assigned primary responsibility for interpretation of guidelines and for implementation of the policy.
- B. Within 2 weeks after the end of a semester, a list of students enrolled for 2 or more classes, excluding withdrawals, who have failed to complete at least one-half of them or failed to achieve at least a 2.0 current and/or cumulative grade point average will be prepared by the Registrar.
- C. Each student listed will be mandated to meet with a counselor for assistance. If, in the opinion of the counselor, mitigating circumstances exist, a recommendation to waive probationary status citing cause may be made subject to the approval of the counselor. If a recommendation for waiver is not made or not approved, the student will be placed on probationary status and will be informed of such by the counselor no later than 6 weeks after the start of classes in the then current semester.
- D. During the semester, a check will be made of the progress of students on probationary status by their counselor. Students in danger of not meeting requirements for continued enrollment of the College will be identified and informed of such. After grades are entered for the semester, the names of students not eligible for reenrollment will be sent

by their counselor to the Registrar, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, and the Chancellor.

- E. Students not eligible for reenrollment at the College will be informed by letter from the Vice Chancellor for Student Affairs within 3 weeks after receipt of grades.
- F. Consistent with this notification, the Registrar will enter a notation as to this action in the student's transcript record.
- G. The student will be denied opportunity to enroll at the College in the following semester but may petition for readmission.
- H. The petition will be addressed to and reviewed by the counselor and should be sent or brought in not later than 6 weeks before the close of application deadline for the semester.
- I. The counselor will inform the student of the action to be taken on the petition in person or by letter, no later than 3 weeks before the close of application deadline for the semester. A decision readmitting the student will be communicated to the Registrar who will take action to allow the readmission of the student, and if appropriate, as specified in paragraph 2.D. above.