

POLICY

1. Academic Warning Notices

Professors have the option of submitting a notice of unsatisfactory progress to students in their classes at any time during the semester in order to advise the student of his or her academic standing in the class.

2. Academic Sanctions For Unsatisfactory Academic Standards/Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include probation, special probation, academic restriction, and academic suspension. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes. More specifically, any student who has completed 12 or more semester hours with a grade point average below 2.00 ("C" average) will have an academic sanction for grade point deficiency imposed in accordance with the chart below. In addition, any student whose grade point average is below 2.00 or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters during which he/she has attempted at least six credits will have an academic sanction imposed in accordance with the chart below. Where two sanctions apply, the more severe will be in effect.

---

ACADEMIC STANDARDS/ACADEMIC PROGRESS VIOLATIONS

Academic Sanction	<u>Grade Point Deficiency</u>		Failure to earn 50% of credits**	Academic Consequence
	1-32*	33 or more*		
Probation	1-11	1-11	not applicable	Recommend not to enroll for more than 14 credits
Special Probation	12-20	not Applicable	not applicable	Cannot enroll for more than 12 credits (four course
Academic Restriction	21 or more	12 or more	for two consecutive semesters of enrollment	Cannot enroll for more than 6 credits (two courses)
Academic Suspension	Academically restricted twice		for three consecutive semesters of enrollment or a second two consecutive semesters of enrollment violation	One year suspension from taking credit courses

---

\* Credits attempted

\*\* Credits registered for as of the official day of counting student enrollment

3. Developmental Probation/Restriction/Suspension

A. Developmental Probation

Students who fail to receive a grade of "C" or better in a developmental mathematics course will be placed on developmental probation.

- 1) Full-time students placed on developmental probation will be limited to 12 credits (four courses) and must re-enroll immediately in the developmental mathematics course.
- 2) Part-time students placed on developmental probation must include the developmental mathematics course as part of their course load in the next semester in which they enroll.

B. Developmental Restriction

Students failing to attain a grade of "C" or better Reading and Writing I or II will be placed on developmental restriction.

- 1) Full-time students placed on developmental restriction are limited to a maximum credit load of six/seven semester hours. The credit load must include the needed developmental course. The remainder of the credit load must be selected from the approved limited load course list.
- 2) Part-time students placed on developmental restriction are limited to a maximum credit load of six/seven semester hours. The credit load must include the needed developmental course. Any additional course must be selected from the approved limited load course list in Procedure 5165, Attachment B.

C. Developmental Suspension

Students failing to attain a grade of "C" or better on their second attempt of a developmental course will be placed on developmental suspension and will not be permitted to register for any credits for a one-year period. Students placed on developmental suspension will be encouraged to seek additional help from individuals or agencies outside the institution, such as private tutors or the adult high schools, before applying for readmission. After the one-year suspension period, readmission will be permitted if the student can pass a Reentry Test. Upon readmission, the student must immediately reenroll in the failed developmental course(s).

#### D. "W" Grade

Withdrawals from developmental courses will be handled as follows:

- 1) A student receiving a grade of "W" for the first time in a specific course
  - a) must enroll in the developmental course in the next semester in which he/she registers;
  - b) will not have the developmental restriction/suspension applied;
  - c) will be limited to a total of 14 semester hours.
- 2) A student receiving a grade of "W" more than one time in a specific developmental course will have the "W" grade treated as a "non-passing" grade and be subject to the actions prescribed under the developmental restriction or developmental suspension section as appropriate.

#### 4. Student Appeals

A student placed on special probation, academic or developmental probation, restriction or suspension, may appeal the action to the Academic Standards Committee. The Committee will review the case and either:

- 1) permit the student to continue on probation for one semester as a full-time student with a limited credit load, or
- 2) permit the student to continue as a part-time degree or non-degree student, or
- 3) prescribe other appropriate action, or
- 4) sustain the original action.

#### 5. Academic Forgiveness Appeals

A student who has exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal to have the previously earned grades disregarded in calculating the Grade Point Average (GPA)

An appeal must be submitted via the Director of Admissions and Records to the Academic Standards Committee for the final decision. A student seeking an Academic Forgiveness Appeal should consult with the Financial Aid Office about the impact that an appeal might have on his/her financial aid and/or Veteran's benefits. A student transferring to another college will be bound by the incoming college's terms and conditions for acceptance of transfer credits.

The following apply for this special appeal process:

- 1) The student's GPA prior to the period of absence from the College must have been below 2.00.
- 2) A minimum of five years without OCC enrollment in credit courses must have elapsed prior to the student's re-enrollment.
- 3) A student must complete a minimum of twelve (12) credits following reenrollment, with a minimum GPA of 2.50, prior to submitting the appeal.
- 4) No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or toward graduation.
- 5) All previous coursework will continue to appear on the student's transcript. However, it will not be included in the cumulative GPA.

- 6) Credits excluded as a result of the Academic Forgiveness Appeal cannot be used to meet course or program prerequisites or requirements.
- 7) An academic forgiveness Appeal may be approved only once for any individual student and is irrevocable. If the appeal is approved, a notation will appear on the student's transcript.

6. Nursing Program Requirements

A student enrolled in the Nursing Program must meet all requirements in a unit before progressing to the next unit. A student failing to meet requirements may appeal this decision in writing to the Appeals Board of the Nursing Department.

7. Prerequisite Requirements

A student must successfully complete all prerequisite courses before attending courses with prerequisite requirements. The offices of Academic Affairs, Student Affairs, and Admissions and Records will be responsible for establishing and enforcing the mechanisms for prerequisite compliance.

Adopted: August 26, 1968

Revised: May 20, 1974

Revised: March 28, 1977

Revised: August 25, 1980

Revised: January 26, 1981

Revised: March 23, 1981

Revised: August 24, 1981

Revised: December 12, 1983

Revised: December 9, 1985

Revised: June 22, 1987

Revised: June 27, 1988

Revised: January 22, 1990

Revised: April 22, 1991

Revised: June 28, 1993

Revised: September 24, 1996

Revised: March 24, 1997

Revised: February 28, 2000

Revised: November 20, 2000

Revised: May 27, 2003

Revised: December 10, 2007