

SEATTLE CENTRAL COMMUNITY COLLEGE PROCEDURE

NUMBER: 311.01

TITLE: STUDENT PROGRESS PROCEDURES

Introduction

This policy and the procedures affect all students who are enrolled in certificate or degree programs and those students who are taking college courses numbered 100 or above for perquisites to programs.

Students who are enrolled in special enrollment programs such as High School Completion, Running Start, certain workforce education programs, international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes to those listed below. Students in these programs should work with their program counselor or advisor to plan effectively and minimize these impacts as concerns Student Progress policies..

The policies and procedures apply only to grades and credits taken at Seattle Central Community College.

Students who receive multiple degrees or certificates at Seattle Central will be reviewed for exception.

I, NC, W, 0.0 grades will be considered non-completion.

Minimum Grade Point Average

First Warning – Academic Alert Low Scholarship

Students whose cumulative grade point average (GPA) drops below 2.0 for the first time are placed on “Academic Alert” First Warning”.

- Students are notified that a hold has been placed on their registration and transcripts
- Students are required to schedule an appointment with a counselor
- The hold will be released after the student- counselor meeting

Second Warning – Academic Probation

Students whose cumulative GPA is below 2.0 for two consecutive quarters are placed on “Academic Probation”.

- Students are notified that a hold has been placed on their registration and transcript pending a meeting with a college counselor.
- The hold is released after a written student success plan is developed for the student and signed by both the student and the counselor.
- The written student success plan may include additional appointments with the counselor, required registration in study skills curriculum, tutoring and/or career exploration.

Third Warning – Suspension/Extension/Dismissal

Students whose cumulative GPA drops below 2.0 for a third consecutive quarter are suspended for one year.

- Students are notified of the terms of their suspension and the appeal process via a letter.
- A student may appeal the original suspension through the Academic Standards Appeals Committee and/or apply for readmission after one year.
- Readmission requires a face-to-face meeting with the vice president for student development services.

Credits Attempted/ Credits Earned

First Warning

Once a student has completed 30 college level credits, they must complete at least 75% of the credits attempted each quarter. Students will be contacted after the second quarter in which they fail to complete .

- Students are notified encouraging them to schedule an appointment with a counselor or advisor
- Students will be given contact information for various campus support services and resources that may be of assistance.

Second Warning

After the first warning, students who again fail to complete 75% of a given quarter's credits without quarterly improvement are placed on "Second Warning". Professional judgment will be applied to determine what constitutes quarterly improvement.

- Students will be notified that they must meet with a counselor.
- A hold is placed on their registration and transcripts
- Students are required to schedule an appointment with a counselor to create a success plan which may include required course work and required services and resources that may be of assistance.

Third Solution

After the second warning students who have not successfully completed at least 75 percent of a given quarter's credits attempted in a third occurrence without quarterly improvement are suspended for one quarter. Professional judgment will be applied to determine what constitutes quarterly improvement.

- Students will be notified of their one quarter academic suspension.
- A student may appeal the original suspension through the Academic Standards Appeals Committee and/or apply for readmission the quarter following the suspended period.
- Readmission requires a face-to-face meeting with the vice president for student development services.

Degree/Certificate Completion

Initial Notification

Students who complete 50 percent of the number of credits/clock hours required for their degree or certificate receive a notice regarding their progress towards the completion of their degree or certificate program.

- A hold is placed on the student's registration and transcripts if they do not have a long range academic plan in place.
- Student must meet with an advisor or division counselor to develop an educational plan for completion and informs them of the district's degree/certificate completion policy.

Contract for completion

Students who complete 125% of the credits/clock hours required for their degree/certificate without receiving the degree/certificate receive a letter notifying them that:

- A hold has been placed on their registration and transcript pending
- A meeting with a college advisor or division counselor.
- The hold is released after an educational plan and contract for completion have been developed and signed by both the student and the advisor or division counselor.
- Student will register in-person and will be restricted to courses relevant to their educational plan.

Approved by President _____
Date adopted: September 7, 2004