

## Explanation of NCCC Academic Probation/Suspension Policies

- 1) Students who have completed <12 GPA hours/credits w/ a cumulative GPA <1.5 are issued a Written Warning (this carries no Academic restrictions as to registrations). [Developmental courses, starting in Fall 2004, do **not** count towards either GPA hours/credits **nor** cumulative GPA; Courses in which Administrative Transcript Notations (eg.W, N, etc) have been given do **not** count towards GPA hours/credits nor cumulative GPA; F's in courses **do** count towards GPA hours/credits and cumulative GPA.]
- 2) Students who have completed  $\geq 12$  but  $< 31$  GPA hours/credits w/ a cumulative GPA  $< 1.7$  or who have completed  $\geq 31$  GPA hours/credits w/ cumulative GPA  $< 2.0$  are placed on Academic (GPA) Probation (this restricts their registration to 9 credits maximum).
- 3) Students who after being on Academic Probation for 1 semester still have their cumulative GPA below the cut-offs listed above are placed on Academic (GPA) Suspension (which prohibits them from registering at the college for 1 semester).
- 4) Students may Appeal either Academic Probation or Academic Suspension status by completing a form (available in offices of Student Development, Registrar, Faculty Secretary, & Academic Dean) and submitting a letter of request (which the form directs what to include & where to deliver both) which are forwarded to the Academic Policy Cmttee for a decision. Deadlines for submission are Jan 10 (for Spring semester), June 15 (for Summer session and for Fall semester – early consideration), and August 15 (for Fall semester).
- 5) Students whose Appeals are granted will **retain** the same Academic Probation or Academic Suspension Academic Standing – they will **not** revert back to regular or previous status. Academic Probation approved Appeals will be able to register for a specified # of credits (more than 9) as determined on a case-by-case basis by the Academic Policy Cmttee in hearing their Appeal. Academic Suspension approved Appeals will be able to register for a specified number of credits (as opposed to being prohibited from registering for any credits) as determined on a case-by-case basis by the Academic Policy Cmttee in hearing their Appeal.
- 6) Students whose Academic Probation Appeals are denied are still able to register, but are restricted to 9 credits maximum.
- 7) Students whose Academic Suspension Appeals are denied will be unable to register for 1 semester, but will automatically be reinstated as students on Academic Probation (hence restricting their registration to 9 credits maximum) the following semester (after “sitting out” 1 semester) – they do **not** need to Appeal again, merely contact the Registrar. This also applies to any students on Academic Suspension who choose not to Appeal and merely decide to “sit out” a semester.

## Application for Appeal of

### Academic Probation or Academic Suspension

(Circle one)

Please read the Criteria in NCCC Appeals Process for Academic Probation or Suspension policy, outlined below, before completing the application.

**Deadlines for submission are January 10 (for spring semester registration), June 15 (for fall semester registration – early consideration, or summer session registration), and August 15 (for fall semester registration).**

Please complete this application and submit it with your letter of request to the Office of the Academic Dean. It will then be forwarded to the Academic Policy Committee for a decision. Your letter should include the following information:

1. Reason for appeal (why do you believe your appeal should be granted – please reference criteria listed below)
2. What specific outcome do you wish to achieve through your appeal? (ie. Ability to take more than reduced credit limit if on Probation – if so, how many credits and what specific courses; Ability to register if on Suspension – if so, for how many credits and what specific courses)
3. Your current major; and your specific goals (eg. Employment – if so, in what field, Transfer – if so, into what 4 yr major)

**Application submitted by:**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Telephone Number: (daytime) \_\_\_\_\_

**Criteria in NCCC Appeals Process for Academic Probation or Suspension** will include the Academic Policy Committee's measuring and weighing the student's demonstration of academic soundness and responsible behavior.