

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Standards of Academic Progress	<b>NUMBER:</b> 10-01AP
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0247	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 10-01: Standards of Academic Progress</a></li> <li>• Academic Suspension-Dismissal Packet</li> </ul>
<b>UPDATED:</b> 02/21/14	

Tallahassee Community College (hereafter called TCC or the College) has established academic standards and an academic progress system to assist students with meeting their educational goals and to meet federal and state requirements. The academic progress system assists students who, because of unsatisfactory academic performance, may experience difficulty in achieving their educational objectives at the college level.

Academic progress procedures are designed to achieve the following:

- Protect the student from prolonged unsatisfactory performance, since continued low achievement will cause the student to forfeit an opportunity to earn a college degree
- Assist the student in re-evaluating educational goals and in selecting a program of study and/or curriculum appropriate for her or his interests, needs and abilities

TCC's standards of academic progress consider grades and rate of completion of courses. For a student to make satisfactory progress and continue successfully toward a degree, the student must maintain a 2.0 cumulative GPA and successfully complete 67% of all courses attempted by the time of 30 or more attempted hours.

The standards are as follows:

- 1-14 credit hours: must maintain a 1.5 GPA or higher
- 15-29 credit hours: must maintain a 1.8 GPA or higher
- 30 or more credit hours: must maintain a 2.0 GPA or higher
- Students receiving financial aid must also maintain a 67 percent completion rate

Students who do not make satisfactory progress while on academic probation will be placed on suspension and may not be allowed to enroll at the College for one full term. While on academic suspension, students will be provided information on vocational opportunities and/or remediation options that could assist them in developing job and academic skills.

In order to be eligible to register after the suspension, students must contact the Student Success and Retention office before the beginning of the term for which they want to petition for re-enrollment and must meet with an academic advisor in the Student Success and Retention office to develop an academic success plan. Students on academic suspension may be limited in the number of credit hours they may register for per semester. Special consideration may be given due to extenuating circumstances. Academic suspension will be posted on the academic transcript. Students re-entering after a term on suspension will be placed back on academic probation, and they must make satisfactory progress during the term in which they return. Failure to do so will result in academic dismissal.

## **A. Academic Dismissal**

Students who do not make satisfactory progress while on returning-from-suspension status will be placed on academic dismissal and may not be allowed to enroll in the College for a minimum of one calendar year. Students on academic dismissal must complete and submit the Academic Suspension-Dismissal Appeal Packet to the Student Success and Retention office (Advising Center) before the beginning of any term for which they want to petition for re-enrollment. If re-enrollment is permitted, the student must meet with an academic advisor in the Student Success and Retention (Advising Center) before registration. The student may be required to enroll in a specific course or courses and will be limited in the number of credit hours he or she may register for per semester.

## **B. Definitions**

Students who meet or exceed the established cumulative standards will be considered to be making satisfactory progress. Only students in this status may qualify for inclusion in the President's List or the Dean's List. The standards are as follows:

- 1-14 credit hours: must maintain a 1.5 GPA or higher
- 15-29 credit hours: must maintain a 1.8 GPA or higher
- 30 or more credit hours: must maintain a 2.0 GPA or higher
- Students receiving financial aid must also maintain a 67 percent completion rate

### **Academic Warning**

Students who do not make satisfactory progress and fall below one of the standards listed above will receive an academic warning the first term. The academic warning will appear on the student dashboard in TCC Passport, an e-mail will be sent notifying the student of his or her status, and an academic advisor will contact the student to discuss the student's academic

performance. Effective Fall 2013, students on academic warning will be limited to enrolling in no more than 13 credit hours per semester.

### **Academic Probation**

Students who do not make satisfactory progress a second term will be placed on academic probation. In order to be eligible for registration for another term, the student will be required to meet with an academic advisor to develop a success plan and may be required to enroll in specific course(s) designated by the academic advisor. Students on probation will be limited to enrolling in no more than eight (8) credit hours per semester. Special consideration may be given due to extenuating circumstances. Academic probation will be posted on the academic transcript.

### **Academic Suspension**

Students who do not make satisfactory progress while on academic probation will be placed on suspension and may not be allowed to enroll in the College for one full term. While on academic suspension, students will be provided information on vocational opportunities and/or remediation options that could assist them in developing job and academic skills.

In order to be eligible to register after the suspension, students must contact the Admissions and Enrollment Services office before the beginning of any term for which they want to petition for re-enrollment and must meet with an academic advisor in the Student Success and Retention office (Advising Center) to develop an academic success plan. Students on academic suspension may be limited in the number of credit hours they may register for per semester. Special consideration may be given due to extenuating circumstances. Academic suspension will be posted on the academic transcript. Students re-entering after a term on suspension will be placed back on academic probation, and they must make satisfactory progress during the term in which they return. Failure to do so will result in academic dismissal.

### **Academic Dismissal**

Students who do not make satisfactory progress while on returning-from-suspension status will be placed on academic dismissal and may not be allowed to enroll in the College for a minimum of one calendar year. Students on academic dismissal must contact the Admissions and Enrollment Services office before the beginning of any term for which they want to petition for re-enrollment. If re-enrollment is permitted, the student must meet with an academic advisor in the Student Success and Retention office (Advising Center) before registration. The student may be required to enroll in a specific course or courses and will be limited in the number of credit hours he or she may register for per semester.

## **C. Appeals Process**

A student who is suspended or dismissed at the conclusion of any term may appeal the action through a written petition to the Suspension Appeals Committee in the Student Success and Retention office (Advising Center), if the student thinks that the suspension was caused by extenuating circumstances. If the appeal is not approved, full sanctions will apply.