

Policy Type: Student Services
Policy Title: Academic Standards and Progress Policy
Policy Number: SS-01

Purpose:

In 2003, the Legislature of the State of Washington established a law requiring colleges to develop policies “to ensure that undergraduate students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources and provide capacity within the institution for additional students.” This legislation (RCW 28B.10.695) requires that student academic progress policies address:

1. **Excessive Credits:** Students who accumulate more than 125% of the number of credits required to complete their degree or certificate programs;
2. **Credit Completion:** Students who drop more than 25% of their course load before the grading period for the quarter, which prevents efficient use of instructional resources; and
3. **Academic Standards:** Students who remain on academic probation for more than one quarter.

The college has drafted the Academic Standards and Progress Policy to support student success.

Scope:

All enrolled students at Green River.

Definitions:

Excessive Credits: Students who accumulate more than 125% of the number of credits required to complete their degree or certificate programs.

Credit Completion: Students who drop more than 25% of their course load before the grading period for the quarter, which prevents efficient use of instructional resources.

Academic Standards: Intervention developed for students who receive below a cumulative 2.0 GPA.

Policy or Procedure:

Every student who enrolls at Green River Community College becomes a partner with the college and the State of Washington with shared responsibilities for student progress and goal completion. As part of our responsibility to each student and to the State that helps to fund each student’s college education, Green River has established expectations of student progress and academic performance. The College monitors student progress and academic performance and intervenes when expectations are not being met. In such cases, the College may determine that a

student is not benefiting from continued enrollment and may take steps to limit or deny future enrollment.

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3. **Academic Standards:** Students who remain on academic probation for more than one quarter.

The college has adopted the Academic Standards and Progress Policy to support student success. The complete policy is published in the student handbook.

Academic Standards

The academic standing of each Green River student is carefully monitored to support the full development of each student’s academic potential. The faculty and staff are committed to student success and academic progress.

A cumulative grade point average below 2.0 is considered insufficient to meet GRCC’s accepted academic standards and will result in referral for intervention. Students not meeting established academic standards will be notified of their academic status at the completion of each academic quarter. This policy applies to all students enrolled in credit courses and applies only to credits earned through Green River Community College.

Progressive Intervention

1. **Academic Alert.** Students are sent a letter indicating that academic performance is unsatisfactory and advised to seek assistance. (First occurrence)
2. **Academic Intervention.** Students are blocked from registration activity and required to meet with a designated faculty advisor or educational planner to develop specific steps to improve their academic record. (Second occurrence)
3. **Academic Restriction.** Continued academic difficulties will result in academic restrictions to be determined by the Academic Standards Committee. Students are blocked from registration activity and must complete an academic plan, to be presented to a subcommittee of the Academic Standards Committee, prior to registration. Academic restrictions will be continued and/or increased each quarter the student’s cumulative GPA remains below 2.0. Academic restrictions may include, but are not restricted to, the following: reduced credit load, loss of priority registration, mandatory participation in

tutoring services, academic suspension, and academic dismissal. (Third and subsequent occurrences)

Readmission

Students who are suspended or dismissed must file an application for readmission and secure permission from the Academic Standards Committee before resuming their education.

Readmitted students will be placed on probation and will be subject to the normal standards of academic progress.

Appeal

Students may appeal any of the above actions.

1. Within ten days of receiving the notice of Academic Restriction, (either in person or by mail, whichever occurs first) the student must meet or deliver a written request to meet with a member of the Academic Standards Committee to discuss the specific academic restriction(s) or grievance.
2. If no resolution occurs, the student must place his/her complaint in writing and deliver it to the Executive Dean of Student Services. The dean or his/her designee shall arrange a meeting with the student. The dean may uphold the original decision or recommend modification of the action.
3. A progressive Intervention or Re-admission decision or action under this Policy, including any Academic Restriction, shall not constitute an academic grievance under WAC 132J-125-230 et seq.

Credit Completion

Students enrolled in a degree or certificate program at GRCC are required to successfully complete 75% of their attempted credits to make satisfactory academic progress. All students will be monitored once they have attempted 30 credits and at regular intervals thereafter to ascertain completion of at least 75% of credits attempted. Sanctions and interventions will be progressively more severe and ultimately may include academic restrictions, academic dismissal, and/or a tuition surcharge.

Progressive Intervention

1. **Alert.** The college will place students on warning status the first time their quarterly credit completion rate is less than 75% of attempted credits.
2. **Intervention.** The college will place students on intervention status the second time their quarterly credit completion rate is less than 75%. This is a very serious warning. It tells students that continued difficulties will require the college to place them on restriction.
3. **Restriction.** The college will place academic restrictions on students continued attendance the third time their quarterly credit completion rate is below 75%. Academic restrictions will include blocking registration access and requiring students to meet with their faculty advisor or an educational planner. Restrictions may also include, but are not restricted to, the following: reduced credit load, loss of priority registration, mandatory participation in tutoring services, academic suspension, and/or academic dismissal.

Appeals

Students may only appeal at the restriction level of intervention. When requesting an appeal, the student must show proof of circumstances over which they did not have control and/or show proof of making measurable and substantial progress towards repairing their course completion rate. This applies for all the quarters that added up to the suspension. The appeal is an informal meeting with the executive dean of student services or his/her designee. The executive dean reviews appeals on a case by case basis. The executive dean may grant the appeal, may allow the student to continue under certain conditions, or may deny the appeal. The decision of the executive dean of student services or his/her designee is final.

Excessive Credits

Students enrolled in a degree or certificate program will be penalized if they take college-level courses in excess of 150% of the credits needed to complete their program of study. To assist students in meeting this standard, the college will monitor degree progress at three critical stages, and provide appropriate intervention. Only college-level credits will be monitored.

Stage 1

When students reach 50% of the number of credits required for their degree/certificate, they will receive direct notification.

- a. Students will be encouraged to meet with their assigned faculty advisor or an educational planner to develop an educational plan that assures completion of remaining requirements in a timely manner.
- b. The assigned faculty advisor or an educational planner will remind students of academic standards and progress expectations, and explain possible consequences of exceeding 125 % of the college-level credits required for their degree/certificate.

Stage 2

When students reach 125% of the number of credits required for their degree/certificate, they will receive direct notification.

- a. Registration will be restricted to courses relevant to the student's educational plan. Students will only be allowed to register for approved courses identified by way of an advisor signature form indicating the courses are required for degree completion.
- b. At this 125% credit tracking point students will need to register in person, and will not be able to web-register.
- c. Students who feel inappropriately restricted, may appeal to the executive dean of student services.

Stage 3

When students reach 150% of the number of credits required for their degree/certificate, they will receive direct notification.

- a. At this 150% tracking point, student's registration will continue to be blocked.
- b. Students may appeal their registration block to the Executive Dean of Student Services.

- c. If the student fails to appeal, or the appeal is denied, and the student petitions to continue their studies at GRCC, an additional tuition surcharge could be added to their tuition

Appeals

Students may appeal their 125% course restriction or their 150% registration block, if they have extenuating circumstances. Extenuating circumstances may include:

- a. Students who change their degree/certificate goal
- b. Students pursuing dual degrees
- c. Students seeking a second degree/certificate
- d. Students who need additional pre-requisite courses to qualify for specific majors at the baccalaureate institution, which exceed the minimum number of credits for the associate degree
- e. Students who previously earned Running Start credits needed for high school graduation which are not required for their college degree/certificate

The appeal is an informal meeting with the Executive Dean of Student Services or his/her designee. Students are required to bring a copy of their current degree audit and a copy of their current educational plan signed by their advisor. The executive dean reviews appeals on a case by case basis. The executive dean may grant the appeal, may allow the student to continue under certain conditions, or may deny the appeal. The decision of the executive dean of student services is final.

Specific Authority: RCW 28B.10.695

Law Implemented: 2003

History of Policy or Procedure

Draft: May 11, 2004

Adopted: April 5, 2005

Revised:

Reviewed by: Student Senate, Instructional Council, Student Services, Cabinet

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