Conditions of Academic Probation

A student who has completed a minimum of 15 cumulative credit hours at Arapahoe Community College (ACC) must maintain a minimum cumulative Grade Point Average (GPA) of 2.0. Transfer credits from other institutions will not be calculated in the GPA. A cumulative GPA lower than a 2.0 will place a student on academic probation. Failure to earn a 2.0 GPA or better the next semester will result in academic suspension and require that the student not attend credit bearing courses for one semester. A student will be placed on continued probation if showing improvement (must have a term GPA of at least 2.0) but cumulative GPA remains below 2.0.

The Office of Admissions and Records will provide written notification to a student placed on academic probation, continued academic probation or academic suspension. Probation will be in effect until the student’s ACC cumulative GPA reaches a minimum of 2.0. Students may appeal academic suspension by completing the process noted below.

Probationary status will not be noted on the student’s transcript. However, academic suspension will be noted on the student’s official transcript.

Procedures

The Academic Suspension Appeal Process

Students placed on academic suspension who wish to appeal the suspension are to be directed to do the following:

1. Obtain an Academic Suspension Appeal Form from the Student Outreach & Advising office, Room M2010.

2. Students will be instructed to complete the form and to meet with an academic advisor.
3. The advisor and student will prepare a plan for academic success in which classes for the student are listed on the form for two semesters. The advisor will sign and check off that he/she supports the plan – student signs as well.

4. The signed form will then be returned to the Director of Student Outreach & Advising for review. The Director of Student Outreach & Advising will make a decision and establish conditions of registration, if any, within 24 – 48 hours.

5. If the appeal is approved, the Director of Student Outreach & Advising will clear the registration hold and make note of the condition(s) (if any) on SIS screen 148 and keep track of the appeal forms. The Director of Student Outreach & Advising will then contact the student with the decision and register the student for the approved classes.

6. Upon the completion of each semester, the Registrar will provide the list of probation, continued probation, and suspension students with highlighted student names who have not completed the appeal process to the Director of Student Outreach & Advising. The Director of Student Outreach & Advising will contact the highlighted students on the list and inform them of the process they need to complete if they are planning to enroll or if already enrolled, they will be dropped from classes if the process is not completed.

The Registrar and the Assistant to the Vice President for Student Services are the backup persons for Director of Student Outreach & Advising in his/her absence.

Data entry of the information on the appeal forms into SIS will be ongoing to track and keep record of all appeals. Therefore, it is imperative that all forms (even those denied) are returned to the Director of Student Outreach & Advising.