A. Purpose

To provide policies concerning academic standards, academic alert, honors and related procedures.

B. Responsibility

1. Students are responsible for exercising, mature and responsible self-discipline, to behave with courtesy and integrity and maintain required academic standards.

2. Instructors are responsible for keeping students informed regularly as to progress in individual courses.

3. Instructors and advisors are responsible for assisting students who are experiencing academic difficulty.

4. The Director of Records and Registration is responsible for forwarding the Presidents, Deans and Honors List to the Director of Marketing and Public Relations for publication.

C. Procedures

1. Academics Standards: Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each term. Minimum satisfactory academic performance is defined as maintaining a cumulative grade point average of at least 2.0 (a grade of C).

2. Academic Alert: Any student who maintains less than a 2.0 grade point average (a grade of C) is placed on academic alert. Students on academic alert must meet with their assigned advisor/counselor no later than the end of the drop/add period of the current term to develop a written plan for removing the alert status. The form used by financial aid students for academic alert advisement may be used for this purpose.

3. Academic Suspension: If after two successive terms the academic alert status has not been removed, the student will be placed on academic suspension and will not be allowed to re-enroll for one term. During the suspension period the student is encouraged to meet with a counselor or the department chair for re-
enrollment in the same program or complete a major change form for a new program of study.

4. President’s List: A full-time student achieving a grade point average of 4.0 for the term will be recognized on the President’s List. Only students without Credit by Examination (CE) credits, withdrawals, or incompletes for a given semester are recognized.

5. Dean’s List: A full-time student achieving a grade point average of 3.5 -3.99 for the term will be recognized on the Dean’s List. Only students without CE credits, withdrawals or incompletes are recognized.

6. Honor’s List: A part-time student, enrolled for six to eleven credit hours, achieving a grade point average of 3.5 or above for the term will be recognized on the Honor’s List. Only students without CE credits, withdrawals or incompletes are recognized.