



MOST RECENT CHANGES

Version # 3:

1. Academic Suspension Committee procedure clarified.
2. Provides for online workshops and registration holds for Academic Warning and the first semester of Academic Probation.
3. Additional interventions may be required during Academic Suspension.
4. FERPA training is required for the Academic Suspension Appeals Committee members.
5. Glossary of defined terms added.

I. POLICY PURPOSE

This policy provides the method for addressing students who fail to maintain satisfactory academic progress.

II. POLICY STATEMENT

A student who fails to maintain satisfactory academic progress will be placed on one of the following levels of academic standing:

- Academic Warning
- Academic Probation
- Academic Suspension

Academic Warning – Any student who does not achieve a cumulative grade point average of 2.0 or higher after having attempted at least 15 credits is placed on Academic Warning for one semester beginning when final semester grades are posted. Students on Academic Warning will be directed to complete the Academic Warning component of the Academic Success Online Warning/Probation Workshop (ASOW) and to seek assistance from appropriate services. A registration hold will be placed on the student’s account when the student is placed on Academic Warning, which will be removed upon completion of the relevant ASOW component. Courses the student has enrolled in before being placed on Academic Warning are not affected by being placed on Academic Warning; however, the student will not be able to add or drop courses until the registration hold has been removed. Academic Warning status does not appear on official transcripts. The names of students receiving an Academic Warning will be sent to appropriate personnel to insure follow-up with the student.

Removal of Academic Warning – A student on Academic Warning who achieves a cumulative GPA of 2.0 or higher at the end of the next semester of enrollment will be removed from Academic Warning.

Academic Probation – A student on Academic Warning who fails to achieve a cumulative GPA of 2.0 or higher at the end of the next semester of enrollment will be placed on Academic Probation beginning when final semester grades are posted. Academic Probation status appears on official transcripts. The names of students placed on Academic Probation will be sent to appropriate personnel to insure follow-up with the student.

1. **First Semester of Academic Probation** – Students on their first semester of Academic Probation will be directed to complete the Academic Probation component of ASOW and to seek assistance from appropriate services. A registration hold will be placed on the student's account when the student is first placed on Academic Probation, which will be removed upon completion of the relevant ASOW component. Courses the student has enrolled in before being placed on Academic Probation are not affected by being placed on Academic Probation; however, the student will not be able to add or drop courses until the registration hold has been removed.
2. **Subsequent Semesters of Academic Probation** – A student who maintains a semester GPA of 2.0 or higher during their first and subsequent Academic Probation semester(s), but has a cumulative GPA below 2.0, will continue to be on Academic Probation. Students continuing to be on Academic Probation will be urged to seek assistance from appropriate services and may enroll in CSN classes provided they maintain a semester GPA of 2.0 or higher.

Removal of Academic Probation – Academic Probation is removed at the end of the semester when the student's cumulative GPA is raised to 2.0 or higher.

Academic Suspension – A student on Academic Probation who fails to achieve a semester GPA of 2.0 or higher will be placed on Academic Suspension. Students who are on Academic Suspension will not be allowed to register for any credit classes for at least one semester, but during the semester may petition to register for the following semester with the Academic Suspension Appeals Committee. Academic Suspension status will appear on the student's official transcript. Students on Academic Suspension will be urged to seek advice from appropriate Counselors or advising staff based on declared major.

College Readmission after Suspension - If the student wants to register for a credit class(es) after one semester of suspension, that student must meet with the appropriate Counselor or advising staff based on declared major, and petition the Academic Suspension Appeals Committee for approval to register. If approved by the Committee, the student will be limited to a maximum of two classes per semester. The student must petition to register every semester until their cumulative GPA is 2.0 or higher. If the semester GPA is below a 2.0 for two consecutive semesters, the student must sit out another semester before petitioning again. The student must earn a cumulative GPA of 2.0 or higher to be removed from Academic Suspension status.

For purposes of this Policy, the attached Glossary defines "GPA", "Registration Hold" and "Semester"

III. PROCEDURE

The Registrar will place registration holds on students who are on Academic Warning, on the first semester of Academic Probation, and on Academic Suspension.

For Academic Warning and the first semester of Academic Probation, the registration hold will be removed upon the documented completion of the relevant component of the Academic Success Online Warning/Probation Workshop.

For suspended students, the petition to register for a credit class(es) after one semester of suspension must include the advising degree sheet and up to two selected courses chosen with the aid of and signed off by appropriate Counselors or advising staff. It may also include additional, required interventions determined by the appropriate Counselor or advising staff on a case-by-case basis.

As soon as practicable after the petition has been received, the Academic Suspension Appeals Committee will schedule a meeting. To rule on the petition, the Chair and at least two other members

must be present. The Committee will render its decision within 30 days of the date of the receipt of the petition. If a student's petition is approved by the Academic Suspension Appeals Committee, the Registrar will register the student for the up-to-two previously chosen courses.

The Academic Suspension Appeals Committee members will consist of a Counselor (chosen by the Faculty Senate Chair); a member of the advising staff (chosen by the Vice President of Student Affairs); a faculty member (chosen by the Faculty Senate Chair); a representative from the Registrar's Office (chosen by the Vice President of Student Affairs); and a committee member chosen by the President. The representative from the Registrar's Office will serve as the chair. The committee members serve for one academic year. All committee members must complete FERPA training before reviewing any student records or appeal petitions.

IV. AUTHORITY AND CROSS REFERENCE LINKS

http://www.csn.edu/PDFFiles/Admissions/Schedules/CSN_12-13_Catalog.pdf (Pages 26-27)

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

/s/ Jodie D. Mandel
Faculty Senate Chair

04/23/15
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

04/22/15
Date

Approved by:

/s/ Michael D. Richards
CSN President

04/27/15
Date

VII. ATTACHMENTS

1. HISTORY
2. GLOSSARY of DEFINED TERMS

HISTORY

- Version 3:
 - o 04/27/2015: Approved by CSN President (M. Richards)
 - o 04/22/2015: Reviewed by General Counsel (R. Hinckley)
 - o 04/23/2015: Recommended by the Faculty Senate (J. Mandel)
 - o 03/25/2015: Revised and updated by the Faculty Senate Academic Standards Committee (T. Chodock)
- Version 2:
 - o 04/25/2014: Approved by CSN President (M. Richards)
 - o 04/17/2014: Reviewed by General Counsel (R. Hinckley)
 - o 04/17/2014: Recommended by Senate Executive Committee (D. Dockstader)
 - o 04/15/2014: Revision Submitted by J. Acree (name of Chair/Dept. Head submitting)
- Version 1:
 - o 02/22/2013: Approved by CSN President (M. Richards)
 - o 02/21/2013: Reviewed by General Counsel (R. Hinckley)
 - o 02/01/2013: Recommended by Senate Executive Committee (C. Milne)
 - o 02/01/2013: Submitted by Academic Standards Committee and presented to Faculty Senate. (J. Acree)

GLOSSARY**For purposes of this Policy, the following terms and definitions apply:**

GPA: Grade Point Average or GPA is calculated by dividing the sum of grade points received by the number of credits attempted. Grade points are on a scale from 0 to 4, with zero equaling an F grade and 4 equaling an A grade.

Registration Hold: A registration hold occurs when CSN blocks the student's access to the registration system based on a failure to have met a particular requirement.

Semester: Fall Semester, Spring Semester, or Summer Term.