Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor
POLICY ON ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

1. Purpose:

The purpose of this policy is to establish a warning system for students who are not making satisfactory academic progress. It is intended to encourage and require these students to seek academic counseling and to suspend or dismiss those students who continue to perform below satisfactory academic standards.

2. Policy:

a. Students who make unsatisfactory academic progress during a semester will be warned, and if satisfactory progress is not made in the ensuing semester, the student will be placed on academic probation and eventually suspended or dismissed from the College.

b. A student will be classified as making UNSATISFACTORY ACADEMIC PROGRESS when:

i) The student earns credit for fewer than 1/2 of the credits for which enrolled (excluding "Withdrawals" and "NC" grades) OR

ii) The cumulative grade-point average is lower than 2.0.

c. Academic Warning. A student will be placed on academic warning for the subsequent semester after making unsatisfactory progress, and is expected to see a counselor during that time. Financial aid, campus employment, or certification for veterans' benefits may be denied to a student placed on academic warning.

d. Academic Probation. If a student makes unsatisfactory academic progress the semester he or she is on academic warning, the student will be placed on academic probation the following semester. A student who is on academic probation is not eligible for financial aid or certification by the College for veterans' benefits; must consult with a counselor before registering for courses; will be allowed to register for no more than 12 credits, which must be approved by the counselor and will meet regularly thereafter with the academic counselor to review progress.

e. Suspension. A student will be suspended if he or she continues to make unsatisfactory progress during the probationary semester.

1) A suspended student is eligible to return to Windward Community College after the passage of at least one semester (not including summer session); a student returning to the College after progress (as defined above) during the semester in suspension shall be on probation during the semester of re-entry.

2) Notation of suspension shall be made on the student's permanent record.

3) Under extenuating circumstances, a waiver of suspension may be granted. The student must apply for waiver to the Dean of Student Services prior to the beginning of regular registration for the following semester.
f. **Dismissal.** A student shall be dismissed from the College if he or she does not make satisfactory progress which he or she returns from academic suspension. A student who has been dismissed will be readmitted only in unusual circumstances.

g. **Appeals.** The student may at all times appeal a decision regarding academic probation, suspension or dismissal.

3. **Procedures:**

a. For purposes of implementing this policy the following procedures will apply:

   1) A student receiving a grade of N for a class will be viewed as not completing the class at minimum achievement level. A class for which a grade of I is received will not be counted in calculating the proportion of completed classes unless the I grade revert to an F or N.

   2) Calculation of the rate of completion of classes will be based on a credit hour conversion and will not be based on the number of classes per se. Thus, a student completing two (2) one-credit classes, and not completing one (1) three-credit class will be viewed as not completing 50% of the classes taken.

b. The Dean for Student Services will assume primary responsibility for interpretation of guidelines and for implementation of the policy.

c. Within 4 weeks after the end of the semester, the Registrar will prepare a list of students who have failed to complete at least one-half of those classes. The list will be forwarded to the Dean of Student Services.

d. The Dean or counselors will attempt to meet with each student who is found to be making unsatisfactory academic progress to identify possible causes for academic difficulty.

e. In cases of suspension that are appealed, if in the opinion of a counselor the problem is a temporary or transitional one, a recommendation to waive suspension citing cause may be made to the Dean. If a recommendation for waiver is not made or not approved, the student will be placed on academic suspension. Students not meeting requirements for continued enrollment at the College will be informed by the Dean by letter as soon as is reasonably possible after receipt of final grade reports.

f. Consistent with this notification the Registrar will enter a notation as to this action on the student's permanent record card.

g. The student will be denied opportunity to enroll at the College in the following semester, but may petition for readmission to the Dean of Student Services.

4. **Effective Date:**

   This policy guideline is effective as of May 16, 1995.

   

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   Peter T. Dyer
   Provost