

## **CMC ACADEMIC STANDING POLICIES AND PROCEDURES**

### **Standards for Academic Progress (Academic Alert, Probation, and Suspension Policy)**

CMC has established this policy to:

- Provide students with a warning when they fail to meet minimum academic performance standards;
- Limit scheduling when a student's academic performance indicates the necessity for intervention;
- Provide a means of preventing and/or terminating prolonged failure.

This policy applies to all students enrolled in Pathways to Career, Pathways to College or College Extended Options programs. Students' eligibility to enroll in college courses will be reviewed each term as a part of the course selection process. This will include a review of high school and college grades, attendance, assessment data and instructor input.

Students who earn a D or F grade and/or do not complete all attempted credits are subject to Academic Alert or Probation, which may be followed by Suspension. Academic standing will be based on the current official grade for each course taken that trimester at Clackamas Community College and Clackamas Middle College.

#### **I. Academic Alert**

Students who fail to earn C grades or higher and/or do not complete all attempted credits **in one class during any term** will be placed on Academic Alert. The alert advises students of their academic status and requires them to:

- Meet with their CMC counselor immediately to examine present academic plans and discuss relevant resources and strategies for success;
- Complete a midterm progress report;
- Access academic support resources at the college to assist them with the areas of concern.

Students who fail to meet the Academic Alert procedures or who fail to earn C grades or higher and/or do not complete all attempted credits in one class while on alert will be placed on Academic Probation for the subsequent term (not including summer term). Students and parents will be notified in writing of their status by a CMC counselor.

#### **II. Academic Probation**

Students who fail to earn C grades or higher and/or do not complete all attempted credits **in two or more courses in the same term** will immediately be placed on Academic Probation. Students

previously on Alert who fail to meet these requirements of Alert status or who fail to earn C grades or higher and/or do not complete all attempted credits in one class while on Alert will be placed on Academic Probation for the subsequent term. Students on Academic Probation status are required to:

- Meet with their CMC counselor immediately to create a support plan including strategies for success. This plan may include:
  - Increased required communication with CMC counselor (weekly or bi-weekly meeting);
  - Limit the number of credit hours attempted;
  - Schedule preparatory or remedial courses as needed;
  - Schedule repeat of courses;
  - Regular tutoring sessions if applicable;
- Complete a midterm progress report and bi-weekly grade updates by email to counselor;
- Access academic support resources at the college to assist them with the areas of concern.

Upon completion of **two consecutive terms of C grades or higher with all courses successfully completed**, the student will be removed from Alert or Probation status. Students failing to follow the Probation procedures will be placed on Academic Suspension for the subsequent term.

### **III. Academic Suspension**

Students who fail to earn C grades or higher and/or do not complete all attempted credits while on Academic Probation will be placed on Academic Suspension for one term. Student who fail to attend any classes and/or do not officially withdraw from the college without notifying CMC will be placed on Academic Suspension immediately. Students on Academic Suspension are not allowed to register for curriculum courses at Clackamas Community College and will be enrolled in CMC's College Prep program.

**\*Academic Suspension-** student will no longer be allowed to enroll in college classes. Students will be enrolled in the College Prep program at CMC until they are again referred to either the Pathways to College or Pathways to Career programs. Academic Suspension is a condition of heightened accountability and greater support. A student making no effort to improve after being placed on Academic Suspension may be supported in finding a more appropriate school environment.

**Academic Discipline will be triggered by the following reasons:**

<b>Academic Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Student fails to obtain approval from CMC counselor of any change to schedule, including during first two weeks of term	*Academic Alert	*Academic Probation	*Academic Suspension
Student receives one of the following grades in a term: D, F, NP, N, I, W or Y	*Academic Alert	*Academic Probation	*Academic Suspension
Student receives two of the following grades in the same term: D, F, NP, N, I, W or Y	*Academic Probation	*Academic Suspension	No third offense
Student fails to attend any classes and/or does not officially withdraw from the college without notifying CMC	*Academic Suspension	No second offense	No third offense
Student dropped from CCC course due to Attendance issues	*Academic Probation	*Academic Suspension	No third offense

**\*Attendance issues**

While students enrolled at CMC must follow the CMC attendance policies, keep in mind that the College has individual attendance requirements determined by that instructor. In most cases, class only meets 2 to 3 times weekly and if a student misses more than 1 or 2 (determined by the instructor) sessions they can and will be dropped from the course. Students who are dropped from the course due to attendance will be placed on Academic Probation and successive situations due to attendance may result in dismissal from the program. If you must miss a class for any reason always communicate with the instructor even by email to notify them of when and why you will miss. It is also your responsibility to ask for any work or to turn in any work that is not complete.

**Pathways to College Program Curriculum**

If any student fails to complete Pathways curriculum classes with transferable credit (C or

above), he or she is required to retake the course within 3 terms of entering of CEO program. Student must make arrangements with counselor to ensure completion of Pathways classes.