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COMMUNITY COLLEGE  
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# MEMORANDUM

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To: President's Cabinet

From: Stacy Maestas, Registrar *SM*

Date: May 12, 2020

RE: 3.10P Academic Probation and Suspension Procedure Adjustments 20/SP – COVID-19

In light of the COVID-19 pandemic and the transition to a primarily online teaching and learning environment, it is my recommendation that we deviate slightly in the administration of the Academic Probation and Suspension Procedure 3.10P for the 2020 spring semester.

Procedure 3.10P states that students whose cumulative GPA is below 2.0 at the end of the semester are placed on Academic Probation for one semester. At the end of the subsequent semester, the student is either returned to Good Standing, meaning the cumulative GPA is 2.0 or higher, or the student is placed on Academic Suspension if the cumulative GPA remains below 2.0. Students on Academic Suspension are required to take a semester off unless they successfully appeal the suspension, which results in an additional probationary semester.

Giving students the choice to take classes as pass/fail for the 2020 spring semester significantly helped those students who were at risk of being placed on Academic Probation or Suspension; however, only a few of our students (approx. 250) exercised this choice. It is my recommendation that we further assist our students by allowing all students currently on Academic Probation an additional probationary semester if their cumulative GPA remains below 2.0.

Students currently on Academic Probation whose cumulative GPA is above 2.0 at the end of the semester will be returned to Good Academic Standing. Students whose cumulative GPA is below 2.0 for the first time will be placed on Academic Probation, and those who are currently on Academic Probation whose cumulative GPA is below 2.0 will remain on Academic Probation for an additional semester instead of moving to Academic Suspension. The academic standing notation of Academic Probation CVD-19 will be placed on these students' transcripts along with the transcript notation of Impacted by COVID-19. This deviation in procedure means that we will not have any students placed on Academic Suspension at the end of the 2020 spring semester.

Academic standing is calculated at the end of the semester once final grades are submitted. I am requesting approval from President's Cabinet to accept the proposed adjustments to Academic Probation and Suspension 3.10P for spring 2020 as outlined in this memo so we can adjust processes and update notifications to students to accommodate these changes prior to the end of the semester.