

ACADEMIC/PROGRESS NOTICE AND PAUSE POLICY

In accordance with State regulations, the following Notice and Pause status policy has been established. The primary purpose is to assure that a student is making progress toward an educational objective and to alert the student and the student's counselor to the possible need for additional counseling and/or special services.

What are Academic and Progress Notice statuses?

Academic Notice – Students will be placed on Academic Notice status if their cumulative grade point average (GPA) is less than 2.0 after having completed 12 or more cumulative units at the College. Students will clear (or be removed from) Academic Notice status when their cumulative GPA becomes 2.0 or higher.

Progress Notice – Students will be placed on Progress Notice status if they have earned grades of "W", "I", and "NP" in 50% or more of their cumulative units attempted after having completed 12 or more cumulative units at the College.

Consequences of Academic/Progress Notice:

- Suspension of Financial Aid
- Sequential classes with substandard grades must be repeated. For example, if students do not pass ENGL 100 F, they must repeat this course before they can take the next English course.
- Added expenses for repeating classes to raise GPA
- Graduation and/or transfer delays or complications

Academic/Progress Pause status: a "Pause" status is what was formerly referred to as a "Dismissal". Students will be dismissed or placed under other restrictions when they are on Academic or Progress Notice status for three (3) or more consecutive semesters.

Academic Pause status: A student who has been placed on Academic Notice status and has earned a cumulative grade point average (GPA) of less than 2.0 in three (3) or more consecutive semesters will be placed on Academic Pause status, and will be subject to dismissal from the college or other restrictions to future enrollment until the status is cleared.

Progress Pause status: A student who has been placed on Progress Notice status in three (3) or more consecutive semesters

Consequences of Academic and Progress Dismissal

- Students will not be able to register for classes until they submit a Petition for Readmission and are approved.
- If approved for readmission, students may be limited to 12 units or less per semester.

- Scholastic dismissal will be permanently noted on the student's transcript.
- Suspension of Financial Aid
- Sequential classes with substandard grades must be repeated. For example, if students do not pass ENGL 100 F, they must repeat this course before they can take the next English Course.
- Added expenses for repeating classes to raise GPA
- Graduation and/or transfer delays or complications

Petition for Readmission after a Pause status: If a student has been placed on a Pause status, they may petition for re-admission on a conditional basis with the Admissions and Records Office. Students must present positive evidence of a serious intent to succeed and have a realistic academic goal identified. If the petition is granted, students will be admitted on either Academic or Progress Notice status, but with enrollment limitations. Steps for re-admission:

- It is strongly recommended that students meet with a counselor to discuss their past and future academic performance.
- Students should complete the Petition for Re-admission with a written explanation and tell us how they will correct past poor academic performance.
 - The form is located here: <https://admissions.fullcoll.edu/downloadable-forms/>
 - After the petition is reviewed by the Academic Standards Committee, the student will be notified by email.

Strategies for getting off of Academic/Progress Notice status: Here are a few basic strategies a student can use to get off of Academic/Progress Notice status.

- **Ask for Help** - Counselors, faculty, staff, and others are all available to help students succeed.
- **Students should clean up their transcript!** - Retaking classes with D or F grades is the quickest way to improve a student's GPA and get off of Notice Status. A "C" or higher grade may substitute any previous substandard grades. Students who are on Progress Notice Status should finish more than 50% of their units each semester to avoid dismissal. If students must, they should drop classes during the first two weeks of the Spring/Fall semesters so that a "W" is not recorded.
- **Take Fewer Units!** - Students should reduce their course unit load to devote more free time to each course, especially if they have work or family obligations. Students should remember that rushing to fulfill their educational goal may result in having to repeat courses, wasting time and money.
- **Make an Educational Plan** - Students should talk to a counselor to make sure they are on track.
- **Take a counseling course such as COUN 151 F.**
- **Practice effective learning strategies/study skills.**
- **Use campus resources** - Students should talk to their professors and consider in-person or online tutoring if they are having trouble.

Students should consider utilizing our library if studying at home is too distracting. Find a job on campus if possible.

- **Drop classes before the deadlines.**

Students should check their schedule after they drop. Students should not assume a professor will drop them.