

Academic and Progress Notice & Separation Appeal Process

MiraCosta College is committed to fostering an environment that encourages and supports students in achieving their educational goals. It is expected that students enrolled in credit courses will actively strive to complete coursework with a passing grade. Students who do not make satisfactory progress are subject to Academic and Progress Notice or Separation, as outlined in the district's established policies and procedures.

Note: Students should contact the Financial Aid Office (<https://www.miracosta.edu/student-services/financial-aid/>) regarding Academic and Progress requirements for federal aid eligibility; different requirements may apply.

Academic and Progress Notice

Academic and Progress Notice policies apply to college credit students only.

- ▶ **Academic Notice**—A student shall be placed on academic notice if they have
 - ▶ attempted at least twelve (12) semester units with evaluative grades, and
 - ▶ earned a grade point average (GPA) of less than a 2.0.
- ▶ **Progress Notice**—A student shall be placed on progress notice if they
 - ▶ attempted a least twelve (12) semester units, and
 - ▶ received non-evaluative grades (withdrawal [W], incomplete [I], or no pass [NP]) in fifty (50) percent or more of those units.

Academic Notice and Progress Notice are calculated for the spring and fall semesters based on the student's enrollment after the deadline to drop without a withdrawal (W). Summer grades are included in overall calculations for the spring and fall semesters. Academic Notice and Progress Notice are posted to the student's permanent record.

The Admissions and Records Office shall make every reasonable effort to notify a student of Academic and/or Progress Notice in a timely manner. Upon notification of Academic and/or Progress Notice, the student shall be directed to see a counselor before the next registration period to discuss ways in which the student can improve their academic standing. Information on support services and appeal procedures will be included in the notification.

A student placed on Academic or Progress Notice may submit an appeal to the Committee on Exceptions.

Removal from Academic or Progress Notice

- ▶ **Academic Notice**—A student will be removed from Academic Notice when the student's cumulative grade point average is 2.0 or higher.

- ▶ **Progress Notice**—A student will be removed from Progress Notice when the percentage of withdrawal (W), incomplete (I), or no pass (NP) grades is less than fifty (50) percent of their total attempted units.

Removal from notice indicates that no Academic or Progress Notice notations will be recorded for the successful term, the status will update to Good Standing, but previous notations will remain on the record.

Academic and Progress Separation

- ▶ **Academic Separation**—A student will be subject to separation if
 - ▶ the student has been on Academic Notice for two consecutively enrolled semesters, and
 - ▶ their cumulative grade point average is less than 2.0.
- ▶ **Progress Separation**—A student will be subject to separation if
 - ▶ they have been on Progress Notice for two consecutive semesters, and
 - ▶ fifty (50) percent of their attempted units have grades of withdrawal (W), incomplete (I), or no pass (NP).

For the purpose of separation, semesters are considered consecutive based on the student's enrollment after the deadline to drop without a "W" (withdrawal), as long as the break in enrollment does not exceed one full primary term. Summer intersession is not considered a consecutive term or semester. Separation is recorded on the student's permanent record.

Notification of Academic and Progress Separation

The Admissions and Records Office shall make a reasonable effort to notify a student of academic and progress separation in a timely manner.

Upon notification of separation, the student shall be directed to sit out for one regular semester, consult with a counselor to determine whether the reasons that led to the dismissal have been sufficiently corrected to enable improved performance and submit a new credit application upon return to the college if they sat out for two or more primary semesters. Information on support services and appeal procedures will be included in the notification.

Fall Separation

Special circumstances apply to separation after the fall semester because students enroll before fall grades are available.

- ▶ **Enrolled in spring:** Students on Academic or Progress Notice can continue without submitting an appeal. Separation status will be reviewed again at the end of the spring semester.
- ▶ **Not enrolled in spring:** Students must appeal by submitting a petition to the Committee on Exceptions. If they do not enroll and their petition is not approved, they will be separated.

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Spring Separation

- ▶ **Enrolled in summer:** Students on Academic or Progress Notice can continue without submitting an appeal, but only for the summer session.
- ▶ **Enrolled in fall:** Students must appeal by submitting a petition to the Committee on Exceptions. If approved, they can continue on academic or progress notice for the fall semester. If not approved they will be removed from fall classes.

Reinstatement Following Academic and Progress Separation

A student who has been separated for academic or progress reasons may be reinstated when the student

- ▶ does not attend for one primary semester (fall/spring) and
- ▶ consults with a counselor to determine whether the reasons that led to the academic or progress separation have been addressed to enable improved performance.

Students who believe they should be reinstated after being notified of Academic or Progress Separation must immediately petition the Committee on Exceptions. The student must clearly state the reasons for requesting continued enrollment on the petition.

The decision of the Committee on Exceptions will communicate its decision to the student via email. The student may appeal the decision of the Committee on Exceptions in writing to the vice president of Student Services or designee within thirty (30) calendar days of the date of notification of the decision of the Committee on Exceptions. The decision of the vice president is final.

If the Academic or Progress Separation appeal is approved, the student will continue on Academic or Progress Notice for an additional semester. At the end of the semester, the student's academic record will be evaluated to determine whether the student may be removed from Academic or Progress Notice, should be placed on Academic or Progress Separation, or should continue on Academic or Progress Notice.

Disqualification of Veterans Affairs Educational Benefits

When a veteran student or benefit-receiving dependent is placed on academic or progress notice for a second consecutive semester (not including summer session), the student becomes ineligible to receive veterans benefits for any subsequent semesters until the student has earned academic "good standing" by earning a 2.0 grade point average or above and falls below the fifty (50) percent threshold for total withdrawals (W), incompletes (I), and no pass (NP), regardless of the number of units completed. After two consecutive semesters on academic or progress notice, MiraCosta College's academic and progress notice and separation policies may allow a veteran to enroll for another. Still, the Department of Veterans Affairs will not allow certification for benefits. Students who are academically separated have possible options for reinstatement for enrollment purposes, but again, will not be eligible for benefits until the overall grade point average for MiraCosta College courses meets or exceeds 2.0 grade point average and the percentage of withdrawals

(W), incompletes (I), or no-pass (NP) grades is less than fifty (50) percent for all MiraCosta College courses combined.

Students who lose Veterans Affairs educational benefits may appeal to the Veterans Education Benefits Disqualification Committee and seek restoration of eligibility for benefits for any of the following reasons:

- ▶ The immediately preceding semester, the students' grade-point average has improved significantly.
- ▶ Documented extenuating circumstances beyond the control of the student.
- ▶ The combined grade point average from MiraCosta College and other institutions accredited by an agency recognized by the U.S. Secretary of Education for coursework completed after the loss of benefits meets or exceeds district academic standards.

Committee on Exceptions

The Committee on Exceptions deals with the occasional need to deviate from policy or procedure (e.g., course repetition, retroactive withdrawal, excused withdrawal, retroactive drop, academic and/or progress reinstatement). In cases where students feel that such a deviation can be justified by verified extenuating circumstances, they may petition to the Committee on Exceptions within three years when a course is involved and should contain at least the following:

- ▶ Clear statement of why the committee should feel compelled to grant the request.
- ▶ Documentation of extenuating circumstances.

The Committee on Exceptions is composed of the dean of Counseling and Student Development, chair, the director of Admissions and Records, a Counseling faculty, and additional faculty representatives as assigned.

A student who is subject to Academic or Progress Separation may submit a petition to the Committee on Exceptions in compliance with administrative procedures. Academic and Progress Separation may be postponed and the student will continue on Academic or Progress Notice if the student shows evidence of extenuating circumstances or shows significant improvement in academic achievement.

Students requesting a grade change from one evaluative symbol to another should first attempt to discuss the request informally with the instructor within 60 instructional days and if not resolved satisfactorily, escalate the request as outlined in MCCD Administrative Procedure 4231.

(Sources: MCCD Administrative Procedures 4250 and 4255. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage (<https://www.miracosta.edu/office-of-the-president/board-of-trustees/board-policies-and-administrative-procedures.html>)).