

Executive Vice President

Regulation No: EGA (Regulation)

Effective Date: August 11, 2025

1. PURPOSE

This regulation addresses minimum grade requirements for graduation and includes procedures that must be followed to notify students and provide for remediation when a student's GPA falls below 2.0.

2. DEFINITIONS

A. Good Academic Standing: A student is considered in Good Academic Standing if they maintain a cumulative GPA of 2.0 or higher. Academic standing is determined once grades are posted at the end of each semester (fall, spring, and summer semesters).

B. Minimum Grade Requirements: Students are expected to maintain a level of scholastic achievement that would allow them to meet the grade point average (GPA) requirement for graduation. Students will remain in Good Academic Standing when they maintain a GPA of 2.0 or higher.

3. REGULATION

Students who fail to maintain the minimum required GPA of 2.0 in all work attempted at COM will be placed on Academic Warning, Academic Probation, or Academic Dismissal as appropriate. The following procedures apply to students whose GPA falls below 2.0 in order to notify and assist them to return to Good Academic Standing status.

A. Academic Warning:

1. Students will be placed on Academic Warning status if their cumulative GPA falls below a 2.0.
2. Students on Academic Warning status will be contacted by their academic advisor who will work with them to create an Academic Improvement Plan (AIP). AIP is a tool that helps students identify and address factors that may be affecting their academic performance.

The AIP can help students:

- a) Identify Obstacles: Identify factors that may be hindering academic progress.
- b) Develop Strategies: Create strategies and behaviors to improve academic performance.
- c) Identify Resources: Identify and make referral resources and skills that can help students return to good academic standing.
- d) Get Tailored Support: Identify personalized support requirements and develop tailored actions.

3. Students will receive notification of their status from the Registrar's office.
4. At the end of that semester:
 - (a) If the semester and cumulative GPA is above a 2.0, the student will be moved to Good Academic Standing.
 - (b) If the semester GPA is above 2.0 but the cumulative GPA remains below 2.0, the student will remain on Academic Warning.
 - (c) If the semester and cumulative GPA is below 2.0, the student will move to Academic Probation.

B. Academic Probation:

1. Students who are on Academic Warning status and receive a semester and cumulative GPA below 2.0, will be placed on Academic Probation.
2. Students on Academic Probation will receive notification of their status from the Registrar's Office.
3. Upon notification, the student must schedule an appointment with their advisor.
4. Students will not be allowed to register for the next semester until they meet with their academic advisor.
5. At that time, the student and the advisor will develop an academic plan specifying coursework and expectations that the student will be required to meet during the semester.
6. Maximum courseload: Students on Academic Probation will be limited to enroll in a maximum of three (3) courses (not to exceed nine (9) credit hours) for the semester while on probation. The nine (9) hours cannot be taken in one 8-week session.

At the end of that semester:

- If the semester and cumulative GPA is above 2.0, the student would be in Good Academic Standing.
- If the semester GPA is above 2.0, but the cumulative GPA remains below 2.0, the student would move to Academic Warning.
- If the semester and cumulative GPA is below 2.0, the student would move to Academic Dismissal.

C. Academic Dismissal:

1. Students on Academic Probation whose cumulative GPA is below a 2.0 and receive a semester GPA below a 2.0 will be placed on Academic Dismissal.
2. Students on Academic Dismissal will not be allowed to re-enroll at COM for one full sixteen (16) week semester.
3. Students on Academic Dismissal will receive notification of their status from the Registrar's Office, and the hold will remain on their student account.
4. Students will be dropped from all registered courses until eligible to re-enter.
5. Re-Entry: Students are eligible to re-enroll after sitting out for one full sixteen (16) week semester.

6. Students must meet with their assigned advisor upon re-entry to COM.

D. Petition For Appeal of Academic Dismissal

A student who has received notice of Academic Dismissal may submit an appeal for eligibility to remain on Academic Probation. An appeal may be granted if the student experienced extenuating circumstances such as personal injury or illness, death in the immediate family, or an undue hardship. A student's appeal must include any and all supporting documentation that they want the appeals committee to take into consideration. The appeals committee will be composed of representatives from Academic and Student Affairs. The appeals are due the first day of each month. If the first day of the month falls on a non-working day, the deadline will be extended to the next business day. Your appeal application will be assessed by the appeals committee within 10 business days after submitting it.

1. Students must submit the following to the Registrar's Office:

a. Letter of Explanation

Submit a detailed letter to Admissions explaining the extenuating circumstance for the period in which standards of satisfactory progress were not met. The letter must include an explanation that describes the actions the student has taken or will take. The student must explain how they have overcome past hardships that prevented them from being successful in their academic career.

b. Documentation

When evaluating circumstances for appeal, the committee will carefully review the documentation of the extenuating circumstances provided by the student to determine whether they are relevant and sufficient to support granting the appeal.

c. Degree Plan

Submit a degree plan signed by both the academic advisor and the student.

2. Notification to the Student:

A notice to the student's COM email account will be sent once the committee makes a decision. If the appeal is denied, the student has the option to appeal the decision based on certain criteria. A second level academic appeal can be submitted to the Office of the Executive Vice President of Academic and Student Affairs if additional information needs to be considered which was not part of the original appeal. An appeal can be submitted if either of the following occur:

- The process as outlined was not followed, or
- New evidence of factors outside of your control that impaired your academic progress in the relevant session in which you could not reasonably have provided at the time the original decision was made, which would have been a significant factor in the original decision.

E. Return From Dismissal:

Upon return from Academic Dismissal, the student will be placed on Academic Probation. At the end of the term of re-entry, the following will apply:

- If the semester and cumulative GPA is above 2.0, the student would be in Good Academic Standing.
- If the semester GPA is above 2.0, but cumulative GPA is below 2.0, the student would be moved to Academic Warning.
- If the semester and cumulative GPA is below 2.0, the student will move to Academic Dismissal.

4. REGULATION OWNER

The Executive Vice President or designee shall be responsible for this Regulation.

5. FORMS/REFERENCE/EXHIBITS

EGA (Local) Policy – *Academic Achievement: Grading and Credit*