Be it resolved that the UHMC Academic Senate approve the following Academic Probation Policy.

**Background**

In 1997, the MCC Academic Senate passed a resolution to implement a student probation policy; however, for a variety of reasons the policy was never implemented. Nevertheless, the need for such a policy is just as strong today as it was 11 years ago. Currently, we are the only campus in the UH system without a probation policy. In reviewing policies across the UHCC system, the Policies and Procedures Committee recommends as a model the modified Windward CC Probation Policy because of its effectiveness—see Windward Probation Policy PowerPoint hyperlink below. The Committee believes this policy enhances and allows the student many opportunities to succeed with an appropriate level of institutional intervention. As further evidence, we offer the following as reasons for creating a campus academic probation policy:

- Impact on student retention—see Windward PowerPoint link below
- Meeting objectives of the White Paper Group, Achieving the Dream, and current system-wide Administrative initiatives for improving retention
- Statistics: approximately 23% of MCC students qualify for probation; Windward data shows 30% of their students qualify for probation

  *MCC Fall 2007----395 of 1705 students below 2.00 GPA*

- Maintenance and continued strengthening of academic-curricula standards
- Meeting Accreditation standards—successful achievement of Student Learner Outcomes
- MCC Probation Policy Monkey Survey Data—see Survey Monkey link below
- Short/long term effects of an efficient probation policy—see Windward link below

MCC Survey Monkey link: [http://urltea.com/31e1?probationSurvey](http://urltea.com/31e1?probationSurvey)
Windward Probation Policy PowerPoint
Academic Probation Policy: University of Hawai‘i Maui College

A cumulative GPA of 2.0 is required to remain on satisfactory academic progress at University of Hawai‘i Maui College. A student who does not meet this minimum GPA at the end of any semester will receive a warning of unsatisfactory academic progress. If satisfactory progress is not made in ensuing semesters, the student will be placed on academic probation and eventually suspended or dismissed from the College.

All students notified of unsatisfactory academic progress are required to meet with an academic counselor before registration so that an academic plan can be created.

**WARNING**

A student will be placed on academic warning at the end of any semester in which the cumulative GPA falls below 2.0. A warning is not notated on the permanent academic record. A warned student may continue to attend University of Hawai‘i Maui College but must raise the cumulative GPA to 2.0 or higher in the semester immediately following. Failure to do so will result in academic probation.

**PROBATION**

If a student on warning fails to raise the cumulative GPA to 2.0 in the subsequent semester, the student will be placed on academic probation. Notation of probation is made on the student’s permanent academic record. A probationary student may continue to attend University of Hawai‘i Maui College under the following terms:

. The student will be allowed to enroll only in courses approved by an academic advisor.
. The student will meet regularly, thereafter, with that advisor to review progress.
. The student must earn a semester GPA of 2.0 or higher in each probationary semester.
. The student will remain on probation until the cumulative GPA is raised to 2.0 or higher.

**A student on probation receiving a term / semester GPA below 2.0 for two consecutive semesters faces suspension.**

**SUSPENSION**

A student will be suspended for failing to meet the terms of probation. Notation of academic suspension is made on the student’s permanent academic record. A suspended student is eligible to apply to University of Hawai‘i Maui College after a wait period of at least two full semesters (not including summer session). A student returning after suspension will be placed on probation during the semester of re-entry. Under extenuating circumstances, a waiver of the wait period may be granted, allowing a student to enroll. The student must apply for a waiver from the Vice Chancellor of
Academic Affairs before the official first day of instruction for the following semester. Suspension can occur only once; failure to meet the terms of probation after returning from suspension will result in dismissal.

**DISMISSAL**

A student returning from suspension will be dismissed for failing to meet the terms of probation. A dismissed student may be readmitted only in unusual circumstances and only after a passage of at least two full semesters (not including summer session). Readmission after dismissal rarely occurs.

**REMOVED FROM PROBATION**

A student will be removed from probation once the cumulative GPA is raised to 2.0 or higher.

**APPEALS**

A student may appeal a decision regarding academic probation, suspension or dismissal by filing a formal petition with the Vice Chancellor of Academic Affairs. Appeals must be filed as soon as notification of probation, when suspension is received, and prior to the first day of instruction of the following semester.

**GRADE POINT AVERAGE**

A student’s cumulative grade point average (GPA) is computed by dividing the student’s total grade points earned by the total credits attempted, excluding the credits for classes in which grades of I, W, N, CR, and NC were awarded. Although I, W, N, and NC are not included in the grade point average, students are advised that some colleges, especially graduate and professional schools, do not look favorably upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors.

**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent achievement</td>
<td>4 grade points given</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>3 grade points given</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement</td>
<td>2 grade points given</td>
</tr>
<tr>
<td>D</td>
<td>Minimal passing achievement</td>
<td>1 grade point given</td>
</tr>
<tr>
<td>F</td>
<td>Less than satisfactory achievement</td>
<td>0 grade point given</td>
</tr>
<tr>
<td>CR</td>
<td>Achievement of course objectives at C or higher</td>
<td>No grade points given</td>
</tr>
<tr>
<td>NC</td>
<td>No credit</td>
<td>No grade points given</td>
</tr>
</tbody>
</table>
The “N” grade indicates that the student has worked, attended class, finished the work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learner outcomes and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies.

*The N grade is restricted for use with remedial-development courses only.*

No grade points given and no course credits awarded

I Incomplete

No grade points given and no course credits awarded until the student finishes the course

The “I” is a temporary grade given at the instructor's option when a student has failed to complete a small part of the course because of circumstances beyond his or her control. The student is expected to complete the course by the designated deadline in the succeeding semester, and if this is not done the “I” reverts to the contingency grade identified by the instructor.

W Official withdrawal from the course

No grade given-no course credits

L Audited course

**FURTHERMORE, BE IT RESOLVED:**

I. An Ad Hoc Implementation Committee composed of up to seven members—three or more teaching faculty, two counselors, and one administrator—is formed. The Committee is charged with creating a job description for the Retention-Probation Coordinator, while concurrently creating a pilot program for the Probation Policy. The Committee will offer its recommendations based on this resolution to the Academic Senate for approval no later than October 2008. Committee membership will be determined by the Vice Chancellor of Academic Affairs and the Academic Senate Chair.

II. A Retention-Probation Coordinator is hired to coordinate and provide direct services and leadership for the Probation Policy.