

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Retention and Progression Standards**EFFECTIVE DATE:** July 1, 2000; Revised: Sept. 4, 2013; Rev: Feb. 18, 2016

Consistent with the standards of good academic practice and in compliance with Tennessee Board of Regents Policy (TBR Policy No. 2:03:01:01), Southwest Tennessee Community College (Southwest) reviews the academic standing and progress of students at the close of each semester. The minimum requirements for good standing, progression, and graduation are described below.

I. Grade Point Average (GPA)

A. The following quality point system is to be used in determining grade point averages:

For each credit hour of A:	4 quality points
For each credit hour of B:	3 quality points
For each credit hour of C:	2 quality points
For each credit hour of D:	1 quality point
For each credit hour of F:	0 quality point
For each credit hour of FA:	0 quality point

B. The grade point average is determined by dividing the total number of quality points earned by the total number of credit hours which the student attempted except for credit hour in courses from which the student withdraws in good standing or for courses in which the student receives grades such as pass/fail and which are not considered when determining the GPA. The following grades are not used in calculating the GPA: W, I, N, S, P, U, and AU. These grades are described in the Southwest's Grading Policy No. 2:00:00:00/23.

Source of Policy: Academic Affairs**Related Policy:** N/A**Approved:** _____**Responsible** **Provost/Executive V. P.****Administrator:** Academic Affairs**TBR Policy Reference:** 2:03:01:01**TBR Guideline Reference:** N/A**Date:** _____

C. Classifications of Grade Point Averages (GPA)

1. Institution GPA includes only college-level credits from Southwest
2. Institution Combined GPA includes both college-level and developmental/learning support credits from Southwest
3. Transfer GPA includes only college-level transfer credits
4. Transfer Combined GPA includes college-level and developmental/learning support transfer credits
5. Overall GPA includes only college-level credits from Southwest and transfer credits
6. Overall Combined GPA includes college-level and developmental credits from Southwest and transfer credits

The following uses are based on each calculation:

1. The institution GPA will be used in calculating the required GPA for graduation.
2. The institution GPA will be used in determining graduation honors.
3. The institution GPA will be used in determining term honors.
4. The institution combined GPA will be used in determining suspension and probation.
5. The institution combined GPA will be used in determining financial aid eligibility.
6. The institution combined GPA will be used in determining athletic eligibility.

II. Repeated Courses

- A. A student may repeat a course regardless of the grade received. However, permission from the chief academic officer or designee is required to repeat a course in which the student earned an "A" or "B" grade. No permission is needed when repeating a course required for entry into a College program.
- B. In computing the student's GPA, only the last grade earned in a repeated course will be used (*even if the last grade is lower than a previously received grade*). However, with courses repeated more than twice (three attempts), the grades in the third and subsequent attempts will be used in calculating the quality point average.

III. Retention Standards

A. Good Standing

In order to be eligible for continued enrollment in good standing and to progress toward degree completion, a student must have earned the minimum institution combined Grade Point Average set forth below for the total number of semester credit hours attempted.

<u>Semester System Hours Attempted</u>	<u>Minimum GPA</u>
0-14	None
14.1 – 26	1.0
26.1 – 40	1.4
40.1 –48	1.7
48.1 –56	1.9
56.1 –and above	2.0

B. Academic Probation

A student whose institution combined GPA falls below the minimum required standard for the number of hours which he or she has attempted will be placed on academic probation at the end of the term of enrollment. *Students on academic probation may not register early for the next term.*

C. Academic Suspension

A student who has been placed on academic probation and who, by the end of the probationary term, has failed to attain either the minimum institution combined GPA required for the number of semester hours attempted or a minimum GPA of 2.0 for that term will be suspended for one full term. For example, a student suspended spring term may not enroll summer or fall. After the period of suspension, the student may re-enroll.

IV. Appeal of Academic Suspension

A student who has extenuating circumstances may appeal the academic suspension and be readmitted upon the recommendation of the Academic Appeal Committee.

V. Academic Fresh Start

"Academic Fresh Start" is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence. The Academic Fresh Start allows an eligible student to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new GPA to be used for determining academic standing.

- A. Readmitted students who were formally enrolled in the institution as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years are eligible for the Fresh Start.
- B. Southwest policies governing the readmission of former students and admission of transfer students must be in compliance with TBR policy 2:03:00:00/Admissions. This policy requires that the "transfer applicant's grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students.
- C. Applicants who do not meet the Southwest's standards may be admitted on academic probation or suspension. (2:03:00:00 Section II.B.3.)
- D. Student Requirements
 - 1. Separation from all collegiate institutions for at least four (4) years.
 - 2. The student may at any time after readmission or admission as a degree-seeking student, file a formal application with the Admissions and Records office requesting the Academic Fresh Start and describing an academic plan.
- E. Terms of the Academic Fresh Start
 - 1. Once the student has satisfied the above requirements, Southwest may grant the Academic Fresh Start. A student may be granted Academic Fresh Start only once.
 - 2. The student's permanent record will remain a record of all work; however,
 - 1. courses taken and previously failed will be excluded from the calculation of the GPA.
 - 2. Courses with a D grade will also be excluded from the calculation when a grade of C or better is required in the student's current major.
 - 3. GPA and credit hours will reflect courses for which passing grades were earned and retained.
 - 4. Retained grades will be calculated in the Fresh Start GPA.

5. Courses with D or F grades must be repeated at the institution when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at the institution.
 6. The application of retained credit toward degree requirements will be determined by the requirements currently in effect at the time the academic renewal status is conferred on the student. Specific program regulations must also be met.
 7. Previously satisfied Assessment and Placement Program (COMPASS) requirements will not be forfeited.
3. Upon degree admission, Fresh Start applicants who did not satisfy COMPASS requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current Academic Assessment and Placement Program (COMPASS) requirements regarding enrollment in college English and mathematics courses.
 4. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start.
 5. The student will apply for the Fresh Start with the understanding that all TBR institutions will honor a Fresh Start provision granted at another TBR institution. The student should also signify understanding that non-TBR institutions may not accept the GPA as it is calculated with the Fresh Start.
 6. This policy is independent of financial aid regulations. Financial aid requirements at the time of application will apply. Therefore, a Fresh Start applicant should check with his/her financial aid counselor for guidance.

VI. Drop and Withdrawal Standards

- A. During the registration period, students may make adjustments in their schedules through the process of adding and/or dropping courses. The last date to add a course each term is published on the college's academic calendar. Each term, the last date to withdraw from a course with the grade of "W" is listed on the college's academic calendar. After that date, a student will be assigned the grade of "F" or "FA".
- B. After the last date to withdraw and receive a "W", should extenuating circumstances occur, a student may appeal to the registrar or designee. Extenuating circumstances include documentable conditions such as hospitalization, incarceration, and death in the immediate family (parent, spouse, sibling, and child).
- C. Any student who stops attending class without officially dropping or withdrawing will be assigned the grade of "FA."

VII. Graduation Standards

A minimum institution GPA of 2.0 is required to achieve a certificate or associate degree.
The institution GPA is used to determine graduation honors and term honors.