



TITLE: Honors and Probation

PROCEDURE NUMBER: 3-2-1050.2

RELATED POLICY AND PROCEDURES: 3-1-1050 Grading System and Standards of Progression, Honors, Probation and Attendance

DIVISION OF RESPONSIBILITY: Academic Affairs and Student Affairs

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June 24, 2013
Date Approved by President

November 15, 2022
Date of Last Review

August 5, 2019
Date of Last Revision

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs and Student Affairs, in conjunction with the Academic Deans and the Registrar to review and revise this procedure.

Procedure

A. Academic Honors

Eligibility for academic honors is determined at the end of each term based upon grades posted at that time. Letters are mailed by the third week of the following term. For the purpose of Academic Honors, full-time is defined as at least 12 credit hours, not including developmental courses.

1. President's List

The President's List is published each term to recognize full-time students who have earned term GPAs of 4.0. These students receive a certificate of achievement signed by the College President.

2. Dean's List

The Dean's List is published each term naming students who are attending full time and have earned term GPA's of 3.75 – 3.99.

3. Merit List

The Merit List is published each term to recognize students who are registered 6-11 credit hours and have earned term GPAs of 3.75 or higher.

B. Graduation Honors

1. Students who graduate from a certificate, diploma, or degree program that consists of 30 hours or more with a cumulative program GPA within the scale listed below are honored during commencement exercises.
2. All honor graduates wear a gold tassel, have an honor seal affixed to their diplomas and have their honor designation printed in the graduation bulletin.
3. The student earning the highest GPA from each of the seven counties of the Piedmont Technical College service area will be presented a County Award plaque to honor his/her accomplishment. Only students who apply by the established deadline, have a minimum of a 3.5 GPA, and are receiving diplomas and/or associate degrees are eligible for the County Award. See Student Records Process 3-5 for additional information.
4. The honor designations for graduation are:
 - a. Cum Laude: 3.5 – 3.74 Cumulative GPA
 - b. Magna Cum Laude: 3.75-3.99 Cumulative Program GPA
 - c. Summa Cum Laude: 4.0 Cumulative Program GPA

C. Grade Point Standard

Piedmont Technical College students must maintain a 2.0 cumulative grade point average (GPA) to be considered in satisfactory academic standing.

D. Academic Warning

A student whose cumulative grade point average (GPA) falls below a 2.0 will be placed on academic warning (AW). A notification is issued to each student with recommendations for academic improvement including tutoring, counseling with the Student Success Center staff, reduced academic load, etc.

E. Academic Probation

A student previously placed on academic warning who does not earn a cumulative 2.0 GPA or higher at the end of the next term of enrollment is placed on academic probation (AP). Notification is issued to each student explaining the process for continuing enrollment at PTC.

Any student placed on Academic Probation is required to meet with an AP Counselor to complete an AP Contract. The AP Counselor will calculate the required grades necessary to progress towards satisfactory standing in the next semester. Students are not eligible to

register for the next term until the AP Contract is completed and all grades for the current term are posted.

F. Extended Academic Probation

If a student fails to earn a cumulative 2.0 GPA or higher at the end of the first term on Academic Probation, the student will be placed on Extended Academic Probation for one additional semester. Notification is issued to each student explaining expectations for the Extended Academic Probation period and the potential for suspension if the student's cumulative GPA does not rise to a 2.0 or higher. Students on Extended Academic Probation are subject to the same restrictions as those on Academic Probation as explained above.

During this additional semester on probation, the student should make contact with a counselor to explore further resources to assist the student in meeting the 2.0 standard for maintaining satisfactory academic standing. PTC may also reach out to these students to offer supplementary services, if available.

G. Academic Suspension

A student on Extended Academic Probation who fails to earn a cumulative GPA of a 2.0 or higher at the end of the next term of enrollment will be placed on Academic Suspension and will be suspended from attending classes at PTC for the following academic term. When the student re-enters the college, the student remains on Academic Suspension status and must complete a new AP Contract for the incoming term prior to registration. When a student is on Academic Suspension, all financial aid and veteran's benefits are automatically terminated.

During the term of re-enrollment after suspension, if the student shows satisfactory academic progress by earning a term GPA of at least 2.5 or higher, the student will be allowed to continue enrollment for subsequent terms. As long as the student maintains a term GPA of at least 2.5 each semester, enrollment may continue until the student's cumulative GPA reaches a 2.0 and the student returns to good academic standing. A new AP Contract is required until the student returns to good academic standing.

H. Academic Dismissal

During the term of re-enrollment after suspension, if the student does not obtain a cumulative GPA of 2.0 or a term GPA of at least 2.5, the student will be subject to Academic dismissal for a period of one year. After one year of non-enrollment, the student must reapply for admission to the college and complete a new AP Contract in order to re-enroll.

I. Appeals Process

In the event of unusual or extenuating circumstances a student may appeal an academic suspension or academic dismissal. The Academic Appeals Committee will hear appeals prior to the start of classes each term. Students wishing to appeal their suspension must submit documentation of the extenuating circumstances and may appear before the Committee, if requested. The Committee will decide whether to

uphold the suspension/dismissal or to allow the student to register for the following term. The Committee will also determine if certain conditions will be required for continued enrollment, such as reduced load, academic counseling, tutoring, etc. If the student's appeal is denied by the Committee, a petition for continued enrollment may be made to the President, or designee.

Detailed instructions on how to file an appeal are available to students in the Student Handbook. Dates for appeals will be posted in the Student Calendar.