ACADEMIC PROBATION AND ACADEMIC DISMISSAL POLICY

A student who has completed 10 credit hours or more (and received a grade of A, B, C, D or E) at Monroe County Community College is automatically placed on probation at the end of the semester when his/her cumulative grade point average falls below 1.8.

A student who has been placed on probation will be removed from probation when he/she has achieved a cumulative grade point average of 1.8 or more.

Students on academic probation may not enroll for more than 12 semester hours. A student on probation who earns a semester grade point average of 2.5 or higher while taking 10 credit hours may carry 15 hours the next semester with the approval of his/her adviser.

During the semester in which the 20th semester hour is completed, a student on probation who fails to raise his/her cumulative grade point average to 1.8 or more will be subject to dismissal. Cases of dismissal may be appealed to the Academic Review Committee. A dismissed student who appeals to the Academic Review Committee and is readmitted must continue to meet with the Academic Review Committee prior to registration for any subsequent semester or until such time the cumulative grade point average improves to 1.8 or higher. A readmitted student who achieves a grade point average of 2.25 or higher, even though his/her cumulative grade point average is not 1.8, will be considered to have demonstrated significant improvement and will automatically be continued on probation for the next semester.

Exceptions to this policy may be made by the vice president of student and information services or his/her designee.

ACADEMIC FORGIVENESS POLICY

Monroe County Community College recognizes that some students experience difficulty with academic performance due to life’s circumstances, and oftentimes their subsequent academic record prohibits them from achieving educational and career goals. For example, life’s circumstances may include – but are not limited to – personal, emotional and/or financial problems or devastating and unavoidable events that did not permit them to perform at a level representative of their abilities. In an effort to lessen the negative impact of past performance on the student’s ability to earn a degree, certificate or successful transfer, the college offers to students the Academic Forgiveness Policy.

The primary purpose of this policy is to provide a “fresh start” to those students who performed poorly in the past but have since demonstrated an ability to succeed with college-level academic studies. This policy is not intended to permit students with chronically poor performance to stay in college, nor to raise false hopes for students who are not making progress.

Through academic forgiveness, the student may petition to have his/her academic grade point average recalculated with failing “E” grades forgiven according to the eligibility criteria and stipulations specified below. As an alternative to academic forgiveness, students are encouraged to consider the course-repeat option, whenever possible, to improve the GPA. Because this forgiveness policy may be granted one time only, students should discuss its appropriateness with a college counselor in the Admissions and Guidance Office.

When the eligibility requirements have been fulfilled and approved, the student’s cumulative GPA will be recalculated with the “E” grades removed from the calculation. Forgiven grades of “E” will remain on the student transcript with a special notation explaining this policy.

Eligibility Criteria

1. Forgiveness will be granted one time only for a student.
2. A maximum of 16 semester hours of “E” grades for courses numbered 100-level and above may be applied toward this policy.
3. If fewer than 36 months have elapsed since the end of the semester in which the last “E” grade to be forgiven was received, before the Academic Forgiveness Policy is applied, the student must have successfully completed (with a 2.00 GPA or higher) a minimum of 30 credit hours in courses numbered 100 or above.
4. If more than 36 months have elapsed since the end of the semester in which the last “E” grade to be forgiven was received, before the Academic Forgiveness Policy is applied, the student must have successfully completed (with a 2.00 GPA or higher) a minimum of 12 credit hours in courses numbered 100 or above.
Stipulations

1. The student may obtain an application for Academic Forgiveness from the college registrar. The submitted application is reviewed by the registrar for accuracy and is approved if all eligibility criteria and stipulations have been met.

2. The Financial Aid Office does not accept “forgiveness status” in the calculation of cumulative GPA for standards of progress.

3. Academic forgiveness, when granted, applies only to MCCC courses. There is no guarantee, expressed or implied, that academic forgiveness will be recognized by any other college or university.

4. Grades of “E” that have been documented for academic dishonesty are not eligible under this policy.

5. Limited access programs such as, but not limited to, nursing, respiratory therapy and culinary arts have program-specific academic standards, which address course failure/withdrawal for students enrolled in these programs.

6. A student can graduate with honors only if all grades are calculated, including forgiven “E” grades.

This policy may be evaluated by the Academic Review Committee at any time, but no later than Fall semester 2009.

STUDENT CONDUCT AND DISCIPLINE

Monroe County Community College recognizes that the purposes of the educational process (to question, experiment, test and confirm results) are shared by faculty, administration, students and community and that these crucial objectives carry with them mutual obligations.

DUE PROCESS WITH REGARD TO DISCIPLINE OTHER THAN ACADEMIC

The intent of this document is to retain the legal responsibility of the Board of Trustees as it is delegated through the president to the vice president of student and information services or his or her designee for the health and welfare of the student body. The steps outlined in this procedure will be used when a student’s conduct is considered unsatisfactory, according to college standards. Unsatisfactory conduct may include but is not limited to: disruptive/inappropriate behavior anywhere on campus and destruction, theft or mutilation of college property. Criminal activities will be referred to local legal authorities, in addition to any disciplinary sanctions the college decides to impose.

Disciplinary Procedure

Action by the vice president of student and information services may be initiated upon his/her knowledge of any student conduct considered to be unsatisfactory. Action will also be initiated upon the receipt of a written statement from any Monroe County Community College employee who reports that a student’s conduct has been unsatisfactory. The vice president of student and information services will then:

1. Notify the student in writing within five working days of the complaint filed against him/her and/or arrange for a conference with said student.

2. Meet with the student whose conduct has been accused of being unsatisfactory.

3. Make a decision of what disciplinary status to impose upon the student based upon the severity of the problem:
   a. Warn the student that past conduct or behavior has not been satisfactory, and/or
   b. Curtail specified privileges for a designated period of time, and/or
   c. Have the student make financial restitution to the college, and/or
   d. Dismiss or suspend the student from the college.
4. Send a certified letter within five working days to let the student know what disciplinary action will be taken and that he/she can appeal the decision.

5. The vice president of student and information services will notify all parties that they can appeal the decision directly to the president of the college, whose decision is then final and binding. This appeal must be initiated within five working days of the receipt of the vice president’s decision.

6. Procedural timelines may be waived by the vice president in the interest of facilitating due process and fairness.

**Guidelines For Classroom Discipline**

If a student behaves in a disruptive or unsafe manner, the instructor in charge may dismiss the student responsible from the class. The instructor should review the student’s behavior with the student prior to the next class meeting to determine cause for further action. The instructor may permit the student to return to class after satisfying himself or herself of the student’s desire to refrain from the behavior that led to his/her suspension. The instructor may decide to disallow the student’s continuation in the class. It is the duty of the instructor in charge, however, to inform the student that he/she may appeal the dismissal to the instructor’s division dean. If the student is not readmitted to class, it is also the duty of the instructor to notify his/her division dean of the student’s dismissal.

Should the student appeal his/her dismissal to the instructor’s division dean, it will be the responsibility of the instructor and the division dean to come to an agreement as to whether the student should be allowed to return to the instructor’s class. This agreement must be reached as soon as possible, but should not exceed 48 hours from the time the student is dismissed from class.

If the division dean, the instructor and the student cannot reach an agreement allowing a student to return to class, a committee will be established and called into session within an additional 48 hours to hear the facts from all parties involved. This committee will be formed as follows: Student Government shall appoint two students with no vested interest to the appeal committee; the chair of the academic review committee will appoint two non-vested faculty members to the committee, and the vice president of student and information services will appoint one administrator not directly related to the problem. This committee will make its recommendation to the vice president of instruction. The decision of the vice president of instruction is final and binding.