

Process for Probation and Dismissal

Probation

1. Registrar's Office runs academic action about 2 days after final grades are posted and posts academic status on student record (**SHAINST** - currently not visible to students). About a week after final grades are posted, Registrar's Office sends letter to students on probation encouraging them to make an academic plan with their academic advisors.
2. Student has the option to initiate meeting with academic advisor and make academic plan. Advisor can check **SHAINST** to determine that the student is on probation.
3. Advisor drafts academic plan with student. Copies of the academic plan can be downloaded from the forms area of the Registrar's page on the website. A copy of the form is given to the student, and a copy is placed in the student's folder.
4. If student returns to good standing the following semester, no additional action is necessary. If student does not return to good standing, student will be dismissed.

Dismissal

1. Registrar's Office runs academic action within a week after final grades are posted and posts academic status on student record (**SHAINST** - currently not visible to students). The Registrar places a registration "hold" on matriculated students, and places an admissions "hold" on non-matriculated students.
2. After academic action is posted, Registrar's Office sends letter to dismissed students to notify them that they have been academically dismissed and that they will be dropped from all their classes (if they have preregistered). The student is notified that he/she may appeal the decision with the Divisional Dean if there were extenuating circumstances that contributed to their poor academic performance.
3. Matriculated students who wish to return and register for classes must meet with the Dean or designee and complete an appeal form.
 - a. If the student is not making academic progress and if there are no extenuating circumstances, the Dean may permit the student to return as a matriculated student (with or without a limitation in credits), but without financial aid. Most dismissed students will fall in this category. An academic plan **should** be created.
 - b. If the student previously had an appeal granted and an academic plan made (Dean can ascertain this by checking **SHAINST** for the status code "DP") and has been dismissed again, the student will permanently lose financial aid at Broome Community College. However, the Dean may permit the student to return without financial aid as either a matriculated or non-matriculated student.
 - c. If the Dean deems that there have been exceptional circumstances, the student may be granted the appeal and allowed to return WITH financial aid eligibility. An academic

plan **should** be created to help reduce the risk that the student permanently loses financial aid eligibility. Very few students will fall in this category, as the circumstances must be truly exceptional and appropriately documented.

- d. If the Dean grants the appeal, the student may be allowed to return WITH financial aid eligibility. This decision is made entirely at the discretion of the Dean and in light of the student's overall circumstances, such as returning after a significant break in education. An academic plan **should** be created to help reduce the risk that the student permanently loses financial aid eligibility. Without a plan, students must meet the college's academic standards for their overall GPA and attempted/earned credits. With a plan, students must attain a GPA of 2.0 for the semester and complete at least 70% of their semester coursework to be allowed to continue on academic probation and financial aid warning. If the student does not meet this standard, the student risks a permanent loss of financial aid at Broome Community College. Very few students will fall in this category.
- e. If the student has been absent from the college for 2 or more consecutive years and left leaving in poor academic standing (i.e. probation or dismissal), the student should be made aware that he/she qualifies for a Fresh Start. The student's transcript should be reviewed to see if this would be in the student's best interest. If so, a Fresh Start form should be completed and filed with the Registrar's Office. The Fresh Start is not applied until the student has completed a semester with 6 or more credits, completed all courses and earning a grade of C or better in each course. Students should be aware that even if the Fresh Start is applied, all courses attempted and completed at BCC will appear on the official transcript, and that all course grades will be considered in determining academic standing and financial aid eligibility.