

## Academic Standards

Oklahoma City Community College wants every student to achieve success. To help retain motivated students and identify those who may need additional assistance, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

### Academic Notice

Students will be placed on academic notice if their cumulative grade point average (GPA) falls below a 2.0 while remaining above retention standards for academic probation or academic suspension.

### Academic Probation

Students will be placed on academic probation if they fail to meet the following minimum requirements:

### Credit Hours Attempted Cumulative GPA Requirement

Zero through 30 semester credit hours 1.7

Greater than 30 semester credit hours 2.0

Students not maintaining satisfactory progress toward objectives as indicated above will be placed on probation for at least one semester. At the end of that semester, the student must have achieved a semester GPA of 2.0 in regularly graded coursework, not to include activity or performance courses, or meet the minimum institutional retention standards in order to continue as a student.

### Transfer Probation Students

Any student transferring to Oklahoma City Community College who is on academic probation or academic suspension at another state institution or who does not meet the Oklahoma City Community College retention standards, will be admitted on probation and will be expected to meet all probation requirements in order to continue as a student.

### Academic Suspension

Students on academic probation, not meeting the requirements of that probation, will be placed on First Suspension, and they will be suspended for the next regular (16-week) semester. After one semester of suspension, a student must be readmitted in the Office of Records and Graduation Services. If upon readmission, academic standards are once again not met, the student will be placed on Second Suspension. Under Second Suspension, students will not be allowed to continue at OCCC until the retention GPA has been raised to institutional standards through coursework completed at another institution.

Students on Second Suspension do not have an option to appeal suspension status.

Students on First Suspension have the option of appealing their suspension due to "extraordinary circumstances." Students interested in pursuing this option must submit a Suspension Appeal Form, a letter of petition, support documentation to the Office of Records and Graduation Services. Petitions will be reviewed by an institutional committee, and the committee decision will be final.

### Academic Forgiveness

Oklahoma City Community College offers students an opportunity to recover from previous academic problems which have resulted in a poor academic record. The three provisions for academic forgiveness are: 1) repeated courses, 2) academic reprieve, and 3) academic renewal. Although these options may result in an improved retention and graduation grade point average (GPA), the cumulative GPA will

continue to include all coursework attempted, including "forgiven" coursework. Additional information and petition forms are available in the Office of Graduation, Employment, and Transfer Services.

### Repeated Courses

Students have the option of repeating previously completed coursework within the following guidelines:

1. A student may repeat up to four (4) courses, totaling no more than 18 credit hours, in which grades of "D" or "F" were originally earned, and petition to have only the second grade used in the calculation of the retention/graduation grade point average.
2. Once a petition is submitted, the first four courses of repeated coursework will count in the sequence in which those courses were repeated.
3. In the event such a petition is presented for a course that is repeated more than once, all grades earned with the exception of the first will be used to calculate the retention/graduation grade point average.
4. Repeated grades that are forgiven will continue to appear on the official college transcript, but will be noted with an \* as forgiven.
5. Although the repeat provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

### Academic Renewal

Students who have had academic trouble in the past and who have been out of higher education for a number of years may recover without penalty and have a fresh start by requesting an academic renewal. Students may apply for a renewal within the following guidelines:

1. At least five years must have elapsed between the last semester being renewed and the time the renewal is being requested.
2. The semester(s) in question must be of an unsatisfactory nature.
3. Prior to requesting Academic Renewal, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded course work.
4. The renewal will be for all courses completed before the date specified in any approved renewal. Students who are granted a renewal will not receive credit for any courses passed or for any proficiencies earned during the renewed semesters.
5. A student may receive only one Academic Renewal or one Academic Reprieve during his/her academic career.
6. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an \* as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is in the calculation of the cumulative grade point average.
7. Although the Academic Renewal provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.

### Academic Reprieve

Students who can demonstrate extraordinary circumstances which contributed to or caused poor performance in a previously completed semester or term may request an academic reprieve through the Office of Graduation, Employment, and Transfer Services within the following guidelines:

1. At least three years must have elapsed between the period of time in which the grades being reprieved were earned and the time the reprieve is being requested.

2. The semester in question must be an unsatisfactory semester with a grade point average of less than 2.0.
3. Prior to requesting the reprieve, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded coursework.
4. The reprieve request may be either for one semester or term of enrollment or for two consecutive semesters or terms of enrollment. If the student's request is for two consecutive semesters, the College committee responsible for approval may choose to reprieve only one semester.
5. Any reprieve which is approved and awarded will be for all grades earned and hours attempted within the reprieved semester(s) or term(s). Students who are granted a reprieve will not receive credit for any courses passed during the reprieved semester or term. However, if a student has proven proficiency within a reprieved course as evidenced by a passing grade, the student will not be required to repeat the same course. An additional course must be used to replace the reprieved credit hours.
6. A student may receive only one academic reprieve or one academic renewal during his/her academic career.
7. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with an \* as forgiven. The transcript legend will further note that reprieved coursework is not used in the calculation of the retention/graduation grade point average but is used in the calculation of the cumulative grade point average.
8. Although the academic reprieve provision may be an option for coursework completed prior to the conferral of a degree, a preexisting graduation GPA will not be adjusted.