

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to outline the Standards of Academic Progress and to clearly communicate the College's minimum expectations of academic progress.

Procedure

A. Students Who Will Be Affected

1. The standards described below are effective at the beginning of fall semester 2005. These standards supersede the previously published standards and will be applied to all college credit students who have enrolled in Florida State College at Jacksonville (FSCJ). A student's cumulative Florida State College at Jacksonville FSCJ coursework (including college preparatory courses and transfer courses) will be used in the determination of academic status.
2. At the completion of each term, the Standards of Academic Progress will be evaluated for all students at FSCJ.
 - a. Grade changes to a student's term grades that occur after this evaluation process (e.g. grade appeals, incomplete grade resolution) entitle a student to request that their status be reassessed, with any status change following reevaluation becoming immediately effective.

* Please note that these standards are not the same as those applicable to financial aid. See the Financial Aid section of the catalog for financial aid standards.

B. Specific Standards

1. In order to maintain satisfactory academic progress, students must maintain a term GPA and cumulative GPA of 2.0.

C. Satisfactory Standing

1. Students who meet or exceed the established cumulative standards will be considered to have satisfactory standing. Students who are placed on academic warning or academic probation will be returned to satisfactory standing as soon as they bring their cumulative GPA to a 2.0 or higher.

D. Standards for Students on Academic Warning, Academic Probation and Academic Suspension

1. Academic Warning
 - a. Students who do not meet the standards for satisfactory standing will initially be placed on academic warning. All students placed on warning will receive an informational hold directing them to meet with an Academic Success Coach during the semester before



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registering for future semesters. Students who make satisfactory progress during the semester will remain on academic warning until they return to satisfactory standing.

2. Academic Probation

- a. Students who do not make satisfactory progress based on the standard while on academic warning will be placed on academic probation the next enrollment semester. All students placed on probation must meet an Academic Success Coach during the semester before registering for future semesters. Their enrollment will be limited to no more than nine (9) credits per semester (fall, spring or summer). Additional credits may be granted at the discretion of the appropriate administrator, or designee, based only on documented extenuating circumstances that affected prior term performance (death in the family, illness, family crisis or accident) or educationally sound reasons. The loss of social security, financial aid, Veterans' assistance, insurance or other benefits is not included in the definition of extenuating circumstances. Students who make academic progress (minimum 2.0 term GPA) will remain on probation until they return to satisfactory standing.
- b. A student that is enrolled for the next term who is placed on probation will receive a hold directing them to contact an Academic Success Coach.

E. Suspension

1. Students who do not make satisfactory progress (minimum 2.0 term GPA) while on academic probation will be placed on academic suspension and must wait one (1) semester before reinstatement/registration is possible. Students on academic suspension should seek reinstatement by contacting an Academic Success Coach approximately two (2) months prior to the beginning of the semester they wish to re-enter FSCJ and the student should verify they do not have any other requested/needed items with the Advising Center.
 - a. Suspended students who have completed their one (1) semester wait will need to speak with an Academic Success Coach to discuss reinstatement. If reinstated, students will be reinstated on probation status and allowed to register for no more than nine (9) credits hours.
 - b. Students may be granted additional credits at the discretion of the appropriate administrator, or designee, based only on documented extenuating circumstances that affected prior term performance (death in the family, illness, family crisis or accident) or educationally sound reasons. The loss of social security, financial aid, Veteran's assistance, insurance or other benefits is not included in the definition of extenuating circumstances. Students must also have shown progress in the probationary period prior to being suspended and the extenuating circumstances must have occurred in the probationary period prior to the suspension.
 - c. Reinstated students who do not make satisfactory progress (minimum 2.0 term GPA) during a semester of reinstatement will be suspended and restricted from registration for one academic year. At the conclusion of the suspension period, these students may apply for reinstatement as described in paragraph (1) above.

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F. Notification of Status

1. All students placed on academic warning, academic probation or academic suspension will be formally notified of their status by the College via their MyFSCJ student account. Students placed on warning, probation or suspension should meet immediately with an Academic Success Coach to determine what action can be taken to return to satisfactory progress.

REFERENCES: F.S. 1001.02, 1001.64, 1001.65, 1004.65, SBE Rule 6A-14.030

Adopted Date: May 3, 2003

Revision Date: May 3, 2005, February 12, 2013, April 21, 2015, March 9, 2022