

**Procedure Title:** Academic Progress (AP)  
**Procedure Number:** 07-2003-0003  
**Board Policy Reference:** I.B. Educational Opportunities

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**Accountable Administrator:** VP Student Affairs  
**Position responsible for updating:** Registrar, Director of Student Financial Assistance  
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**Purpose/Principle/Definitions:**

Students seeking a degree or certificate are in good academic standing if they are making satisfactory academic progress defined as at least a 2.0 cumulative grade point average (GPA) and a minimum cumulative credit completion rate of 67%. Additionally, federal/state aid recipients must be able to complete the declared degree or certificate within 150% of the program length (maximum time frame).

Degree and certificate seeking students will be evaluated using the following criteria:

- 1) Cumulative GPA of at least 2.0
- 2) Cumulative credit completion rate of at least 67% (Completed BMCC credits, divided by attempted BMCC credits).
- 3) Able to complete within 150% of declared degree or certificate program's length (Federal and State aid recipients).

In this procedure, "consecutive" means back-to-back terms of attendance. Examples:

- Spring and fall (non-attendance summer term)
- Fall and winter
- Fall and spring (non-attendance winter term)

**Guidelines:**

At the end of each academic term the Registrar will evaluate the academic progress of degree and certificate-seeking students applying the criteria listed above. The Registrar will send electronic notification prior to the start of the next term to each student placed on Academic Warning or Suspension, delineating next steps required, if any.

The list of students on Warning or Suspension status will be sent to the Success Center Director for outreach by the student's Success Coach. Student's applying for Title IV or state aid will also have their academic progress evaluated prior to being awarded financial aid.

### Break of Enrollment

Students that meet one of the following academic progress standings prior to returning to BMCC after a break of enrollment will return as follows

BREAK OF ENROLLMENT	PRIOR ACADEMIC PROGRESS STANDING	ACADEMIC STANDING AFTER BREAK OF ENROLLMENT	FEDERAL AND STATE AID RECIPIENT
2-4 years	Academic Warning	Good Academic Standing	No change for break of enrollment (Warning or Suspension)
	Academic Suspension	Academic Warning	
5 years or more	Academic Warning or Suspension	Good Academic Standing	

### Good Academic Standing:

Students are considered in good academic standing if they have a cumulative GPA of at least 2.0 and a cumulative credit completion rate of at least 67%.

### Academic Warning:

Students are considered on academic Warning if their cumulative GPA is below 2.0 **or** their cumulative credit completion rate is below 67%.

Students will be reinstated to good academic standing as soon as their cumulative GPA is 2.0 or higher and have a cumulative credit completion rate of at least 67%.

### Academic Suspension:

Students are placed on academic suspension when their cumulative GPA remains below 2.0, or their credit completion rate is below 67% for a second consecutive term.

Students will have the right to appeal their academic suspension by submitting an appeal within the website published deadline date. The appeal will be reviewed by the Academic Progress Review Committee (AP Review Committee), consisting of the Registrar, Director of Success Center, and Director Student Financial Assistance. If the student is pre-registered for the upcoming term and fails to submit a complete appeal by the published deadline, the student will be administratively dropped from all courses.

As part of the appeal process, the AP Review Committee **may** require that the student complete one or more of the following conditions:

- Participate in 10 hours of documented tutoring through the Success Center
- Limit enrollment during his/her next term or terms of attendance
- Limit course format (example: online or face-to-face)
- Submit three-week progress reports from instructors
- Participate in any BMCC course or student success module recommended by the AP Review Committee

The AP Review Committee has discretionary power to work within these guidelines to implement any conditions if warranted or to extend them, as deemed appropriate.

### Academic Probation:

Students are placed on Academic Probation when an appeal is approved by the AP Review Committee after a student is placed on Academic Suspension.

If while on Academic Probation, a student fails to make academic progress as a result of extraordinary circumstances, the student will be placed on an Academic One-Year Suspension. Students placed on this status will have the option to submit a second appeal to be able to take classes but not to have their financial aid re-instated.

In the event the AP Review Committee rules the suspension valid, the student will have the right to appeal the decision to the Vice President of Student Affairs.

### **Academic One Year Suspension**

A student academically suspended more than once will **not** be allowed to register for credit classes for one full calendar year. Students may ask to return for the term following the end of the one-year break period by submitting an appeal. This option does not apply to federal and state aid recipients.

### **Maximum Time Frame (applies to federal and state aid recipients only)**

A student may be eligible to receive financial aid to attempt up to 150% of credits required to complete their stated degree/certificate. Up to 45 credits of developmental education (credits below 100% level) may be excluded when calculating maximum time frame eligibility. This rule applies to all students receiving federal or state financial aid, even those who have changed their major or are pursuing dual majors. The Financial Aid Office will review student's credit completion status prior to being awarded each year.