

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.3.1

Title: Student Academic Probation and Suspension	
Originated By: Vice President of Instructional Services	
Signature	Date
Reviewed:	
Signature	Date
Approved:	Revised: August 2011

Policy Statement: Students must maintain a cumulative grade point average of 2.00 to remain in good academic standing.

Rationale: All students of Manhattan Area Technical College are required to meet certain academic standards. In an effort to assist our students in maintaining good academic standing and meeting graduation requirements, the college has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A, B, C, D, or F) are covered under these standards.

Procedure:

1. Academic Probation:

Students who earn a cumulative grade point average (CGPA) of less than 2.00 at the end of the term will automatically be placed on academic probation. These students will be notified of their academic probationary status through a letter from the Vice President of Student Services.

Upon such notification, these students should immediately see their program chair/advisor to determine the course of action to be taken and to determine the procedure necessary to be removed from academic probation.

Students who raise their CGPA to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation. Students will continue on academic probation if they achieve a term GPA of 2.00 or greater, but have a total cumulative GPA of less than 2.00.

2. Academic Suspension:

Students who have been on academic probation will automatically be placed on academic suspension if their cumulative and following term GPA are below 2.00. Students will be notified of their academic suspension status by a registered letter from the Vice President of Student Services.

3. Options for Students on Academic Suspension:

Students who are placed on academic suspension are not eligible to enroll or to attend any credit classes at Manhattan Area Technical College. Academic suspensions are

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automatically removed after the end of the term for which the suspension was issued. A term is defined as a semester.

Students who have extenuating circumstances may appeal suspension by notifying the Vice President of Student Services within three school days after receipt of the suspension letter.

“Extenuating circumstances” will include students who return to MATC after a significant number of years and are carrying a low GPA from the previous enrollment period. The Vice President of Student Services will provide the appeal forms and process the appeal. A response will be given to the student within two school days after receipt of the appeal. Students who are denied appeals may process a student grievance in accordance with College standards. Programs and divisions that wish to establish academic probation and suspension standards that are stricter than these guidelines may do so with permission from the Vice President of Instructional Services. However, those standards must be published and available to students and Student Services personnel.

Programs and divisions that establish standards that differ from the College standards stated herein will be responsible for notifying students affected by those standards, the VPIS, the VPSS, as well as maintaining program records with respect to those students.

4. Transfer Students:

A transfer student who is on academic probation, suspension or has been dismissed from another institution may be admitted at the discretion of the Vice President of Instructional Services and Division Chair of the program for which the student is applying. A transfer student so admitted is restricted to enrolling in a maximum of 12 credit hours for one semester and must establish a minimum grade point average of 2.00 for that semester.