

South Seattle Community College Student Progress Policy

Frequently Asked Questions

1. **Why was the Student Progress Policy developed?** The Washington State Legislature passed legislation in 2003 requiring all of the state's public colleges and universities to develop policies to ensure that students complete degree and certificate programs in a timely manner.
2. **What does the policy say?** Briefly, the Student Progress Policy (district policy 311) says that students are expected to make satisfactory academic progress while enrolled at the Seattle Community Colleges. Satisfactory progress means that students are passing and completing their coursework and educational programs.

The policy is posted on the district website under district policies and procedures:
<http://sccdweb.sccd.ctc.edu/services/includes/policies/311pol.asp>.

3. **What happens if a student does not make satisfactory academic progress?** Students enrolled at the Seattle Community Colleges (North Seattle, South Seattle, Seattle Central and SVI) who meet any of the following criteria will be contacted by college personnel:

Minimum Grade Point Average Ⓢ ⑩ Students who do not maintain a 2.0 grade point average.

Credits Earned/Credits Attempted

Ⓢ ⑩ Students who have a pattern of not successfully completing at least 75% of their courses each quarter.

Degree/Certificate Completion

Ⓢ ⑩ Students who have taken more than 125% of the number of required credits for their associate's degree or certificate program but have not yet completed the program.

Student Services staff will work with students to develop an educational plan and identify strategies and resources tailored to individual needs and circumstances.

4. **When does the Student Progress Policy go into effect?**

The district's Student Progress Policy was adopted by the Seattle Community Colleges' Board of Trustees in February 2004. The procedures that describe how the policy will be applied at each college are effective Fall Quarter 2004. Notices to students who are not making satisfactory academic progress according to the policy will initially be based on Fall Quarter 2004 grades.

5. **Which students are affected by the Student Progress Policy and Procedures?**

All students who are enrolled in certificate or degree programs and those students who are taking college courses numbered 100 or above for prerequisites to programs are affected by the district Student Progress Policy and Procedures.

Students who are enrolled in special enrollment programs such as High School Completion, Running Start, certain vocational programs, international students, veterans, and students receiving financial aid may have different and/or additional academic standard requirements and appeal processes. Students in these programs should work with their program counselor or advisor to plan effectively and minimize these impacts as concerns Student Progress policies.

6. How will a student know if they are in violation of a student progress standard?

Students who are in violation of one or more student progress standard will receive a letter from the college; it will be sent to the home address that is on record in the registration database. The letter will explain what the student needs to do and resources that are available to help the student meet the student progress standards in the future.

Each college has developed procedures that explain how the policy will be applied at their campus. South Seattle's procedures are available online at <http://www.southseattle.edu/campus/> printed copies are also available for review at the library and student leadership office.

7. What happens if a student does not maintain a 2.0 grade point average?

At South, students whose cumulative grade point average (GPA) drops below 2.0 for the first time will be placed on "Academic Alert – First Warning".

Students whose cumulative GPA is below 2.0 for two consecutive quarters will be placed on "Academic Probation". A hold will be placed on their registration until after they meet with a counselor/advisor.

Students whose cumulative GPA is below 2.0 for a third consecutive quarter will be suspended for one year. A student may appeal the original suspension through the Academic Standards Appeals Committee and/or apply for readmission after one year.

8. What does "successfully completing at least 75% of courses each quarter" mean?

This standard means that a student has received a grade of 0.7 or above for 75% or more of the credits taken that quarter. For example, if a student signs up for 15 credits in a quarter and receives a grade of 0.7 or above for all of the credits, the student would have successfully completed 100% of courses taken that quarter.

However, if a student signs up for 15 credits in a quarter and receives a I, NC, W or 0.0 for five of those credits, the student would have successfully completed 67% of courses taken that quarter. This student's performance does not meet the Student Progress Policy standard.

9. What happens to students who have a pattern of not successfully completing at least 75% of their courses each quarter if a student does not maintain a 2.0 grade point average?

At South, if a student has 30 or more credits, and has a successful completion rate of less than 75% for two quarters, the student will receive a first warning letter encouraging them to contact a counselor or advisor and advising them of campus support services or resources that may be of assistance.

After the first warning, students who again fail to complete 75% of a given quarter's credits without quarterly improvement will be placed on "Second Warning". A hold will be placed on their registration until after they meet with a counselor to create a success plan.

After the second warning, students who have not successfully completed at least 75% of a given quarter's credits without quarterly improvement will be suspended for one quarter.

For both the second warning and third solution, professional judgment will be applied to determine what constitutes quarterly improvement.

10. What grades affect the determination of whether a student has successfully completed a course?

Grades that are considered as evidence of “non-completion” are:

- I Incomplete
- NC No Credit
- W Official Withdrawal
- 0.0 Unsatisfactory

11. What happens to students who have taken more than 125% of the number of required credits for their associate’s degree or certificate program but have not yet completed the program?

At South, students who complete 125% of the credits/clock hours required for their degree/certificate without receiving their degree/certificate will be notified that a hold has been placed on their registration that will not be released until after they meet with an advisor or division counselor to create an educational plan for completion.

12. Where can students find out how many credits are required for their degree or certificate program?

This information is available in the district college catalog, available online at www.seattlecolleges.com/onlinec or in print form at the Registration Office.

13. How can students find out their current degree/certificate completion rate?

If a student knows the number of credits for 100 level courses or above that they have taken at (college name) and the number of credits required for their degree or certificate program, they can calculate their completion rate by using the following formula:

$$\text{Completion} = \frac{\text{Credits for 100-level courses or above taken at (college)}}{\text{Rate Credits required to complete a degree or certificate program}}$$

In addition, students can contact either the Advising Department or a division counselor to learn how many credits they have earned towards their degree or certificate program and how many additional credits are needed for completion.

14. How many credits would you have to take to exceed the 125% degree/certificate completion rate?

The answer depends on the number of credits required for a student’s degree or certificate program. The credits have been earned for 100 level courses or above.

For example:

Child & Family Studies Certificate 45 56.25 credits Database Administrator & Development Certificate 64 80 credits

15. Do the Student Progress Policy and procedures apply to grades and credits that were

A.A. Degree	90	125% of Requirement 112.5 credits
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transferred to South Seattle Community College?

The Student Progress Policy and procedures only apply to grades and credits taken at South Seattle Community College. They do not apply to credits taken at other colleges that are transferred to South Seattle Community College.

16. Do the Student Progress Policy and procedures apply to students who receive multiple degrees or certificates from South Seattle Community College?

Students who receive multiple degrees or certificates at South Seattle Community College will be reviewed for exception. Questions about this issue should be directed to the Advising Office 934-5387.

17. What services and resources are available for students to improve their academic performance?

A wide array of services and resources are available, including academic advising, tutoring, career counseling, financial aid and a child care center. Students are encouraged to contact the Advising Office or their division counselor for assistance in determining which resources would improve their academic performance.

18. Who should students contact if they think they might not be making satisfactory academic progress or if they want assistance achieving their educational goals?

At South Seattle Community College please contact the Advising Office 934-5387.