

Students
On
Academic
Action
Program
Advising Guide

Revised -Spring 2004



SOAAP ADVISING

Overview

To encourage students to make progress toward their goals, the college has established minimum standards for satisfactory academic progress. After completing 12 earned credit hours at Collin County Community College District (excluding developmental courses), to be in good standing, full-time and part-time students must maintain a minimum, cumulative Grade Point Average (GPA.) of 2.0. If a student does not maintain a 2.0 cumulative GPA, he/she is subject to the policies and procedures of the Students **On Academic Action Program (SOAAP)**.

SOAAP is administered by the Academic Advising Department. The goals of the program are to: 1) assist students in developing individualized plans for success and 2) to provide support services to help students maintain a satisfactory academic progress standard of 2.0 or better.

The objectives of the program are:

- 1) To provide early intervention in academic performance that is below satisfactory.
- 2) To provide intensive advising to students on academic warning, probation, and re-admitted from academic suspension.
- 3) To provide a system of support services including advising, tutoring, study skills classes and orientation, culminating in transfer or graduation.
- 4) To monitor progress of all **SOAAP** students through the use of progress reports and advising sessions.
- 5) To notify students of their academic action status via written notification.

Advising SOAAP Students

It is important to remember that students should be afforded the opportunity of being advised in a private area (preferably- an office setting). This will allow for the information to be shared only with the student. If the student is with a parent or friend, ask if he/she wants to have the advising session alone. It is the student's choice to share information with others.

Questions to Ask the Student (Intensive Advising)

- Ask the student what brought on the academic difficulty.
- Ask the student about a degree plan, career goals, etc. (Have they declared a major?)
- Show the student the transcript and point out areas of failure.
- Ask the student about plans to correct the failures.
- Ask the student about plans to transfer and if they are aware of repeat policies at the school to which they are transferring.
- Ask the student about activities outside of school that may be interfering with studying and how they plan to change that behavior.
- Ask the student if they need assistance with studying. (Tutoring and/or study group.)
- Ask the student about work hours and class load. (Share course load/work load recommendations.)
- Encourage the student to return or call for follow-up appointment.

The goal of the advising session is to determine what is interfering with the student's satisfactory academic progress and to formalize a plan for success with the student recognizing the seriousness of the situation.

Information to Share with the Students

- Talk about study time. For every semester hour taken the student should plan to study at least 2-3 hours per week.
- Talk about student responsibilities.
- Explain expectations of student:
 - go to class
 - be on time
 - be prepared
- Emphasize the importance of getting to know professors.
- Point out drop dates in the schedule.
- Explain where to go for help.
 - Math lab
 - Tutoring office in ACCESS
 - Study skills classes
 - Study skills seminars
 - Writing lab
 - Career services
 - Personal Counseling Office

- Let the student know that their progress will be monitored until the GPA is above a 2.0 (Progress reports must be completed and turned in prior to registration for any term).
- Let the student know that CCCCD **suspends and dismisses** students for continued unsatisfactory academic progress.

Categories for Advising and Registration of SOAAP Students

- 1) ***Warning students*** – students with less than 12 earned credit hours and less than a 2.0 GPA at Collin County Community College District. GPA excludes developmental, ESL and study skills classes. Students on academic warning will be included in the Early Alert Program. They will be subject to restrictions if their academic performance does not improve.
- 2) ***Probation students*** – the first semester in which a student accumulates 12 earned credit hours at Collin County Community College District and his/her current and cumulative GPA are below 2.0. Probation students must be advised that their first semester on probation they must receive a 2.0 or better GPA at the end of the current semester to continue enrollment. They are limited to 12 credit hours and must enroll in a study skills class during this first semester on academic probation.

Note: Any student with a cumulative GPA of 1.8 – 1.99 (at the discretion of the Assistant Director of Academic Advising) may enroll in 13 credit hours if one class is a lab science, computer science, and math or language class.

Unsatisfactory Academic Progress (UAP) hold is waived only after the student has been advised by a full-time academic advisor and a progress report showing passing grades has been completed and is on file. (No exceptions.) If a student

- does not turn in a **completed** progress report with **all classes** on it or is not passing **all** courses with at least “C”, they must wait until grades are posted to register.
- 3) ***Continued Probation*** – semester immediately following probation, with less than a 2.0 cumulative GPA but 2.0 or higher (semester) GPA. Advise same as probation. Students must receive a 2.0 or higher GPA for the current semester to continue enrollment. Failure to do so will result in academic suspension.
 - 4) ***Suspension*** – semester immediately following probation or continued probation, with a cumulative GPA of less than 2.0 and a current GPA of less than 2.0. (Two consecutive long semesters with cumulative and current GPA’s less than 2.0.) Students must remain out of school for the next long semester (one semester). Students may appeal the suspension. An appeals form may be obtained from the Academic Advising Department at any campus. Appeals are heard by the **Academic Progress Appeals Committee (APAC)** once per semester.
 - 5) ***Suspended-Conditional Enrollment*** - If there is sufficient cause, APAC may permit a student to attend school immediately following academic suspension. If this occurs, a student must receive a 2.0 or higher GPA to continue enrollment for the next term. Failure to do so will result in academic dismissal.
 - 6) ***Dismissal*** - If a student is re-admitted on a suspended-conditional enrollment status after a required academic suspension and does not receive a current (semester) GPA of 2.0 or higher the student will be dismissed and required to remain out of school for one full year.
 - 7) Students in all academic action categories are limited to 12 credits per semester

until the cumulative GPA is 2.0 or better.

Suspended and Probation students from other colleges

- 1) These students will be admitted on a probationary status **after** meeting with the Assistant Director of Academic Advising.
- 2) Suspended and Probation students **must provide official college transcripts from the most recent college attended, at the time of the interview. These students are not** eligible for a **Conditional Admit Contract (CAC)**.
- 3) Suspended/probation students will be limited to a total of 12 credit hours, which includes a **mandatory study skills class**. (No exceptions.)
- 4) These students must receive a 2.0 GPA in the first semester enrolled at CCCCDC to continue enrollment. Failure to do so will result in dismissal from the institution.
- 5) These students must enroll in a study skills class regardless of whether they have taken it at another institution. It is a condition of admission, not an option.

Miscellaneous

- Warning, probation and continued probation students from CCCCDC are eligible for phone or web registration. They must submit a progress report documenting passing all classes (completed progress reports only). Students must meet this requirement before having their UAP hold waived. If students are not passing all classes, including developmental, they cannot register until all grades are posted.

- Students suspended from CCCC and other colleges are **not** eligible for phone or web-line registration. **Do not waive holds** for these students. Send to the Assistant Director of Academic Advising or Windy Pitcock, Advisor for Student Success.
- All students on Academic Suspension/Probation from other colleges must meet with the Assistant Director of Academic Advising or Windy Pitcock (No exceptions).
- Please log all **SOAAP** students on the Advising Tracking System. Also, make detailed comments on the system as soon as the advising process is completed.
- Do not use the Petition to Admit/Re-enrollment form for probation students from CCCC unless they have been out more than two long semesters. Use the tracking system.
- Please use the Petition to Admit/Re-enrollment form only for CCCC students returning from a mandatory academic suspension and suspended/probation students from other colleges seeking admission to CCCC.
- Student and advisor must sign and date petitions.
- When any paperwork is processed, please log info on the tracking system before forwarding to Audrey Newsome.
- Students cannot drop their study skills class. It is a requirement not an option.
- Dismissed students cannot appeal their dismissal!!!!
- All students must meet THEA requirements.

- International students are subject to the same SOAAP policies and procedures as the general student population, even if these actions take them out of status for BCIS (Bureau of Citizenship and Immigration Services).
- All probation or continued probation students from CCCCDD can be advised by any full-time academic advisor.
- **Policies and procedures will be strictly enforced.** Exceptions must be approved by APAC.
- For assistance please call Audrey Newsome @ 972-548-6779 or Windy Pitcock @ 972-881-5854.