

# AP 266 – ACADEMIC PROGRESS

**Associated Board Policy:** 266.00 Academic Progress, and 433.00 Satisfactory Academic Progress for Federal Aid Recipients

**Procedure Owner:** Academic Affairs office

**Related Procedures:** None

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## I. Procedure Scope and Purpose

This procedure applies to all degree seeking students who register for and/or enroll in credit classes at Cowley College and addresses procedures for Academic Progress, Academic Probation, Academic Suspension, Academic Fresh Start and appeals.

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all earned course work at Cowley College after 12 completed credits. Transferred credits will be calculated as part of academic progress after first 12 Cowley credits are completed.

The purpose of this procedure is to ensure that Cowley students are performing at an academic level sufficient for graduation and for Federal Financial Aid. If a student falls below the standard set below, the college is committed to helping the student raise their GPA.

This procedure allows a student at Cowley College who has a poor or marginal academic record the opportunity to continue working toward an associate degree or college certificate without being burdened by his or her past performance record.

## II. Definitions

*Good Academic Standing:* Students are considered in good academic standing if they earn a minimum semester GPA of 2.0 and maintain a minimum cumulative GPA of 2.0.

*Quality Points:* Points that earn a grade of A, B, C, D or F. Identified as “Q.Pts” on transcripts.

*Cumulative:* Accumulation of the total number of quality points earned each semester including transfer credits.

*Grade Point Average (GPA):* Average obtained by dividing the total number of grade points earned by the total number of quality points earned. Terminology used on the transcript includes:

- A. Attempted—credits attempted during a term.
- B. Earned—credits earned during a term from any grade of A, B, C, or D.
- C. Quality Points—number of course credits times points earned for the grade when A = 4, B=3, C=2, D=1, F = 0.
- D. Hours GPA Divisor—credits earned from an A, B, C, D, or F otherwise referred to as divisor credits.

*GPA Guidelines:* These GPA Guidelines are used to determine Academic Probation and Suspension status.

- E. 0-11 hours earned N/A
- F. 12 + hours earned, <2.00 GPA

Academic Probation: Academic standing when any credit seeking student's cumulative and/or current semester grade point average falls below the GPA Guidelines.

Academic Suspension: Academic standing when any credit seeking student who does not meet the GPA Guidelines the subsequent semester following academic probation. Student will not be allowed to enroll for one semester (fall or spring).

Academic Fresh Start: Applies to students who return to Cowley College after a two-year break from their education at any college or university to encourage these students to return to college.

### III. Procedure

#### A. Academic Probation

The Registrar will update the student's academic progress status with the notation of "Academic Probation", restrict the student from self-enrollment and notify the student's advisor by email of the status of the student's academic progress level. An Academic Probation status letter will be sent to the student by the Registrar's office.

Students will remain on Academic Probation if their GPA in subsequent semester(s) meets the GPA Guidelines, but their cumulative GPA is still below a 2.0.

1. All students on academic probation will be contacted by an advisor to discuss institutional academic progress and review their schedule. Students will be advised of resources available to assist in their academic success.
2. Students will be restricted to no more than 12 credit hours per semester excluding the Academic Success course.
3. Students will be enrolled in an Academic Success course and must complete it with a C or higher grade.
4. Failure to complete the Academic Success course and meet the GPA Guidelines will result in Academic Suspension.
5. Successful completion of academic probation requirements will result in reinstatement to Good Academic Standing.

#### B. Academic Suspension

The Registrar will update the student's academic progress status with the notation of "Academic suspension", prohibit enrollment and notify the student's advisor by email of their updated academic status. An Academic Suspension status letter will be sent to the student by the Registrar's Office.

1. First suspension results in the student being suspended for the next fall or spring semester.
2. Second suspension results in the student being suspended for the next fall and spring semesters.

#### C. Academic Status Appeal

Students may appeal their academic status by submitting an Academic Status Appeal Form with all supporting documents by August 5<sup>th</sup> (fall semester) or January 5<sup>th</sup> (spring semester).

The Institutional Academic Progress Review Committee (IAP Review Committee) will review appeals and notify students of the appeal decision by email, phone, or letter. The decision of the IAP Review Committee is final. Any decision resulting in status change will be communicated to the Registrar and the student's advisor.

**D. Academic Fresh Start**

Students who return to college after an absence of at least two years from higher education, and who subsequently pass twelve credit hours with a 2.00 GPA or better, may petition to implement the Academic Fresh Start procedure. If the petition is approved, all the grades previous to the return to college will be changed to "NC." All the courses will continue to appear on the transcript, but will not be calculated into the new GPA. A notation will appear on the transcript indicating the implementation of the Academic Fresh Start procedure.

This procedure may be used only once and does not apply to any courses taken at another college or university. This procedure applies to all students who return to Cowley College after a two-year break from their education at any college or university. Students who have previously attended Cowley College with poor academic results often feel too discouraged to try again. In order to encourage those students to return to college, this procedure was implemented.

1. Student enrolls at Cowley College and completes twelve or more credit hours with GPA of at least 2.0.
2. If an Academic Fresh Start is desired by the student, he or she must complete the "Academic Fresh Start Petition" form and return it to the instruction office.
3. Upon receiving the petition, the Associate Vice President for Instruction will convene a committee composed of at least three members to review the student submission.
4. The committee will review the petition and make judgment.
5. The Registrar will notify the student of decision and update the transcript as needed.

**IV. Effective Date(s)**

This procedure first became effective: October 11, 2022

Revise on: May 5, 2026

**V. Signature and Title**



This procedure is implemented by: \_\_\_\_\_

Title: Vice President for Academic Affairs

**COWLEY COLLEGE  
ACADEMIC FRESH START PROCEDURE PETITION**

To be eligible for the Academic Fresh Start procedure, you must have:

- 1 Returned to Cowley College after an absence of at least two years from higher education; **AND**
- 2 Subsequently passed at least twelve credits with a semester grade point average (GPA) of 2.00 or better; **AND**
- 3 Enrolled for courses during the semester in which this request is being made.

If this petition is accepted, all semesters prior to the return to Cowley College that were taken at this institution will be changed to "NC". All courses previously taken will remain on the grade transcript and the cumulative GPA will be adjusted. A notation will appear on the grade transcript indicating that the Academic Fresh Start procedure was implemented.

**Student Section:**

**Cowley College ID**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Explanation (Optional):

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I acknowledge that if the petition is approved, all the grades previous to the return to college will be changed to "NC."

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**Cowley College is an equal opportunity educator and employer.**

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**Semester/Year Student returned to Cowley College:** \_\_\_\_\_ / \_\_\_\_\_ **Current GPA after returning to Cowley College:** \_\_\_\_\_

- Petition has been:**  Approved, meets criteria  
 Denied, does not meet criteria listed below:  
 Has not been out of higher education for two or more years  
 Has not returned to Cowley College and completed 12 credit hours with GPA of 2.0 or higher

Committee Members: \_\_\_\_\_

Associate Vice President for Instruction: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ Date of Student Notification: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ Notified by:  Email  Letter  
mailed Name of staff member providing notification: \_\_\_\_\_