

POLICIES AND PROCEDURES AFFECTING STUDENTS

Notice to Students: College policies and procedures are currently under review and may be changed during the 2005-2006 academic year. Please check the HCC website for updated policies and procedures.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

Academic work submitted by students to their instructors is assumed to be the result of their own thought, research or self-expression. Moreover, when students borrow ideas, wording or organization from another source they are expected to acknowledge that fact in the appropriate manner.

Plagiarism is unacceptable. Refer to the Code of Student Conduct for HCC's disciplinary actions.

ACADEMIC PROGRESS

In order to have satisfactory academic standing, a student at HCC must maintain a cumulative grade point average of 2.0 "C".

Academic Warning: Students will be placed on academic warning if the students' cumulative grade point averages (cumulative GPA) are less than 2.0, and the students have not been warned previously.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better after their next period of enrollment.

Academic Probation: Students on academic warning who fail to regain satisfactory academic standing (cumulative GPA of 2.0) at the end of their next period of enrollment will be placed on academic probation. Students on academic probation must consult with and obtain the approval of a counselor before they may register.

To regain satisfactory academic standing, students must raise their cumulative GPAs to 2.0 or better.

Final Academic Probation: Students on academic probation who fail to achieve a term GPA of 2.0 will be placed on final academic probation. Students on final academic probation must consult with and obtain the approval of a counselor or academic advisor before they may register.

In addition, students on final academic probation may enroll for no more than six (6) credit hours per term.

Students on final academic probation who earn a **term** GPA of at least 2.0 and who fail to regain satisfactory academic standing (cumulative GPA of 2.0) will remain on final academic probation.

Academic Suspension: Students on final academic probation who fail to attain a term GPA of 2.0 or better will be placed on academic suspension for one fall or spring term.

Students who have been academically suspended may not register for classes.

Readmission of Students on Academic Suspension: Students who have been academically suspended must petition the academic standards committee for readmission. Students on academic suspension must see a counselor to begin the petition process.

Lack of Progress by Students Readmitted after a One-Term Suspension: Students readmitted from a one-term suspension will be suspended for one academic year if they fail to earn a term GPA of 2.0 in any period of enrollment before they regain satisfactory academic standing.

Readmission of Students Suspended for One Year: Students who are academically suspended from the College for a one-year period must petition for readmission and appear before the Academic Standards Committee. Students on academic suspension must see a counselor to begin the petition process. Those students readmitted by the committee will be readmitted with the status of final academic probation.

Students readmitted after a one-year suspension must meet regularly with a counselor to discuss their academic and career plans. In addition, students readmitted after a one-year suspension must earn a term GPA of 2.0 or higher during all periods of enrollment until they regain satisfactory academic standing.

Academic Dismissal: Students readmitted after a one-year suspension who fail to earn a term GPA of 2.0 or higher during all periods of enrollment before they regain satisfactory academic standing will be academically dismissed from the college.

After a period of three years, students who have been academically dismissed may petition the Academic Standards Committee for readmission. They must appear in person before the Committee and must present clear and decisive evidence that past poor academic performance has been remedied.

Students readmitted by the Academic Standards Committee are readmitted with the status of final academic probation.

Academic Grade Appeals: Students must adhere to the standards of academic performance established in the course syllabi provided by their instructors. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If grades remain in dispute, students should contact the appropriate campus Dean of Student Services. The Dean of Student Services will direct students to the appropriate appeals procedure.

No grade will be changed without the approval of the instructor and the Campus President.