



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Honors and Probation

RELATED POLICY AND PROCEDURES: 3-2-1050 Grading System and Standard of Progression Honors, Probation, and Attendance

DIVISION OF RESPONSIBILITY: Academic Affairs and Student Development

June 24, 2013

September 5, 2013

September 5, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the responsibility of the Vice Presidents for Academic Affairs and Student Development to review and revise this procedure.

Procedure

A. Grade Point Standards

All Piedmont Technical College students must maintain a 2.0 semester/term and cumulative grade point average (GPA) to be considered in satisfactory academic standing. It is the policy of Piedmont Technical College to require that grade point standards be maintained for continued enrollment. The grade point standards are as follows:

1. 1-12 credit hours: earned minimum 1.50 GPA
2. 13-24 credit hours: earned minimum 1.75 GPA
3. 25+ credit hours: earned minimum 2.00 GPA

B. Academic Warning

A student whose cumulative grade point average (GPA) falls below the minimum scale



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described above will receive an academic warning. A letter is issued to each student with recommendations for academic improvement including tutoring, counseling with the Student Success Center staff, reduced academic load, etc.

C. Academic Probation

A student who is placed on academic warning who does not earn the minimum cumulative GPA at the end of the next term of enrollment is placed on academic probation (AP). The student is required to meet with an AP Counselor or Registrar to complete an AP Contract Agreement form. The AP Counselor calculates the required grades necessary to progress towards satisfactory standing in the next semester. By signing the AP Contract, the student is agreeing to earn the grades required in the current term. Students are not eligible to register until the AP Contract is completed.

D. Academic Suspension

A student on academic probation who does not meet the terms of the AP Contract at the end of the next term of enrollment may be placed on academic suspension and the student is suspended from attending classes for a minimum of one term. When the student re-enters the College, the student remains on academic probation; therefore, a new

AP Contract is required for the incoming term. Failure to achieve an acceptable GPA after re-admission makes the student subject to dismissal again. When a student is suspended from the College, all financial aid and veteran's benefits are automatically terminated. If there are extenuating circumstances, a special committee comprised of the Division Dean, AP Counselor and faculty advisor is called to decide on whether to uphold the suspension, allow continuance with a reduced load or allow full continuance.

E. Academic Honors

Eligibility for academic honors is determined at the end of each term and letters are mailed by the third week of the following term. For the purpose of Academic Honors, full-time is defined as at least 12 credit hours, not including development courses.

1. President's List

The President's List is published each term to recognize full-time students who have earned term GPAs of 4.0. These students receive a certificate of achievement signed by the College President.

2. Dean's List

The Dean's List is published each term naming students who are attending full time and have earned term GPAs of 3.75 or higher.



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3. Merit List

The Merit List is published each term to recognize students who are registered 6-11 credit hours and have earned term GPAs of 3.75 or higher.

F. Graduation Honors

1. Students who graduate with 30 hours or more in certificate, diploma, or degree programs with a cumulative program GPA within the scale listed are honored during commencement exercises.
2. All honor graduates wear the gold tassel, have an honor seal affixed to their diplomas and have their honor designation printed in the graduation bulletin.
3. The student earning the highest GPA from each of the seven counties of Piedmont Technical College service area will be presented a County Award plaque to honor his/her accomplishment. Only students receiving diplomas and associate degrees are eligible for the County Award.
4. The honor designations for graduation are:
 - a. Cum Laude: 3.50-3.74 Cumulative Program GPA
 - b. Magna Cum Laude: 3.75-3.99 Cumulative Program GPA
 - c. Summa Cum Laude: 4:00 Cumulative Program