



## Standard Operating Procedure

**Procedure Title:** Academic Standing

**Procedure #:** RO.021

**Revision #:** 002

**Unit Responsible:** Registrar's Office

**Individual Responsible:** Registrar

**Effective Date:** 02/17/2023

**Initial Approval Date:** 12/10/2021

**Last Review/Update Date:** 02/17/2023

**Next Review Date:** 02/01/2026

**\*Does this procedure support a Board Policy?** Yes

**If yes, identify:** [3.040-Academic Standing](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria?** Yes

**If yes, identify:** [2A, 2B, 3D](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation?** No

**If yes, identify:** n/a

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## Academic Standing, BP 3.040

### 1. Purpose

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To identify students' Academic Standing each semester for determining either eligibility for the Dean's/President's List or placement on Academic Probation.

### 2. Scope

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This procedure applies to Registrar's Office staff assigned to monitor Academic Standing, Academic Success Coaches, and Divisional Deans.

### 3. Prerequisites

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Only coursework completed at Lansing Community College (LCC) is considered for determination of Academic Standing. The Academic Standing is determined at the end of each semester (Fall, Spring, Summer).

At Lansing Community College, students must maintain at least a 2.00 cumulative Grade Point Average (GPA) to remain in good academic standing.

- Students in Good Standing may enroll in up to 28 credits per semester.

Students with a cumulative GPA of a 3.5 or higher will be recognized by the College via the Dean's List and the President's List.

- Dean's List: GPA of 3.50 to 3.80 and completion of at least 6 credits for the calculated term.
  - Students with "I" (Incomplete) or "W" (Withdrawal) grades for the calculated term are not eligible for this list.
  - Calculations are based on LCC courses only (no transfer credits).
- President's List: GPA of 3.81 or above and completion of at least 6 credits for the calculated term.
  - Students with "I" (Incomplete) or "W" (Withdrawal) grades for the calculated term are not eligible for this list.
  - Calculations are based on LCC courses only (no transfer credits).

Students whose cumulative GPA falls below 2.0 will be placed on Probation 1, Probation 2, or Probation 3 standing, which indicate unsatisfactory academic progress. While on a Probationary standing, the student may have limits on registration for courses. In addition, students on a Probationary standing may be required to meet with an Academic Success Coach and sign a Success Contract prior to registering. Students can return to Good Standing by earning a cumulative GPA of 2.0 or higher.

- Probation 1: Generally, the first semester with a Cumulative GPA below 2.0
  - Registration is limited to enrolling in no more than 12 credits per semester.
  - If the student has already registered for more than 12 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the students over the credit limit.
  - Students are encouraged to meet with an Academic Advisor and Academic Success Coach.
- Probation 2: Generally, the second continuous semester with a Cumulative GPA below 2.0
  - Registration is limited to enrolling in no more than 8 credits per semester.
  - If the student has already registered for more than 8 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the student over the credit limit.
  - Students are encouraged to meet with an Academic Success Coach, complete an Academic Success Self-Assessment, and share the Academic Success Self-Assessment with the Success Coach.
- Probation 3: Generally, the third continuous semester with a Cumulative GPA below a 2.0
  - Registration is limited to enrolling no more than 4 credits per semester.
  - If the student has already registered for more than 4 credits prior to the processing of Academic Standing, the Registrar's Office will drop the last registered course(s) that brought the student over the credit limit.
  - Students are required to meet with an Academic Success Coach, complete an Academic Success Self-Assessment and share the Academic Success Self-Assessment with their Success Coach.
  - Students also are encouraged to meet with an Academic Advisor.

#### **4. Responsibilities**

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- Registrar - is responsible for determining students' academic standing each semester and notifying students of their probationary standing.
- Academic Success Coaches – are responsible for meeting with students to review Academic Success Self-Assessments and to determine appropriate credit limits for registration, if required.
- Students on Probation 3 – are required to contact an Academic Success Coach to plan educational goals. Meeting with an Academic Advisor is also recommended.

## 5. Procedure

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1. Academic Standing is determined automatically in Banner.
2. Students eligible for the Dean's/President's List, or who will be placed on probation, are notified.
3. a. If students on an Academic Probation Status desire to enroll in more credits than otherwise allowed by their status, they must meet with an Academic Success Coach for review and determination.  
  
b. If students on Good Standing Status desire to enroll in more credits than otherwise allowed by their status, they must meet with the Dean or designee overseeing the Division of their program of study for review and determination.

Note: Students should be advised that summer semesters are shorter academic periods, and should be encouraged to enroll in a lighter load for summer semesters.

4. If an Academic Success Coach determines that a student may need an adjustment to their credit limit, they will notify the Registrar's Office.
5. Registrar staff will then adjust the allowable number of credits to be registered on the student record for the semester.
6. The Registrar's Office will keep a record of all adjustments.

## 6. Reference

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Students receiving financial aid or veteran benefits are required to satisfy specific additional academic standards to continue receiving assistance. See the [Financial Aid](#) webpage for more information. See the [Veterans Services](#) webpage for more information.

Students in certain selective admission programs may have different standards for academic standing. See the [Selective Admissions](#) webpage for more information.

### ACADEMIC STANDING RULES

#### Starting Status: 00 (Good Standing [start])

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
0.0 – 4.0	0.0 – 5.999	Good Standing
2.0 – 4.0	6.0 – 999	Good Standing
0.0 – 1.99	6.0 – 999	Probation 1

**Starting Status: GS (Good Standing [continue])**

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
0.0 – 4.0	0.0 – 5.999	Good Standing
2.0 – 4.0	6.0 – 999	Good Standing
0.0 – 1.99	6.0 – 999	Probation 1

**Starting Status: Probation 1**

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
2.0 – 4.0	0.0 – 999	Good Standing
1.5 – 1.99	0.0 – 17.999	Probation 1
0.0 – 1.49	6 – 17.999	Probation 2
0.0 – 1.49	0.0 – 5.999	Probation 1
1.75 – 1.99	18 – 999	Probation 1
0.0 – 1.74	18 – 999	Probation 2

**Starting Status: Probation 2**

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
2.0 – 4.0	6 – 29.999	Good Standing
1.75 – 1.99	6 – 29.999	Probation 1
0.0 – 1.24	6 – 29.999	Probation 3
1.25 – 1.74	6 – 29.999	Probation 2
2.0 – 4.0	30 – 999	Good Standing
1.75 – 1.99	30 – 59.999	Probation 1
1.0 – 1.74	30 – 59.999	Probation 2
0.0 – .99	30 – 59.999	Probation 3
1.75- 1.99	60 – 999	Probation 2
0.0 – 1.74	60 – 999	Probation 3

**Starting Status: Probation 3**

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
2.0 – 4.0	0.0 – 29.999	Good Standing
0.0 – 1.49	0.0 – 29.999	Probation 3
1.50 – 1.99	0.0 – 29.999	Probation 2
2.0 – 4.0	30 – 59.999	Good Standing
1.50 – 1.99	30 – 59.999	Probation 2
0.0 – 1.49	30 – 59.999	Probation 3
2.0 – 4.0	60 – 999	Good Standing

Cumulative GPA	Cumulative GPA Hours (Credits)	Next Status
1.75 – 1.99	60 – 999	Probation 2
0.0 – 1.74	60 – 999	Probation 3

Academic Standing is based on “Cumulative GPA Hours” which include all CR (Credit Level) grades except the following:

OOA	S	WP	I*	X*
FA	TR	A*	N*	Z
I	TRL	B*	P*	Z*
N	TRP	C*	R*	
P	W	D*	S*	
R	WF	F*	X	

## 7. *Definitions*

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- Good Standing: Cumulative Grade Point Average (GPA) 2.0 or above.
- Probation 1: Generally, the first semester with a Cumulative GPA below 2.0.
- Probation 2: Generally, the second semester with a continued Cumulative GPA below a 2.0.
- Probation 3: Generally, the third semester with a continued Cumulative GPA below a 2.0.