

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 4010

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**PROCEDURE TITLE:** Standards of Academic Progress (SOAP)

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.65

**BASED ON POLICY:** IV-30 Standards of Academic Progress

**EFFECTIVE DATE:** August 10, 1978

**LAST REVISION DATE:** November 5, 2018

**LAST REVIEW DATE:** November 5, 2018

## **I. PURPOSE**

The main purpose for the Standards of Academic Progress (SOAP) Procedure is to establish a formal process through which the faculty, staff, and administration at Miami Dade College may identify and provide support to students who experience academic difficulty and fall below a Combined Cumulative Grade Point Average (GPA) of 2.0 (*Calculated from the combined graded units for GPA*). The combined Cumulative GPA includes computation of grades for both MDC and posted transfer courses. Good Academic Standing is defined as 2.0 or higher for the Combined Cumulative GPA.

SOAP is not intended to discourage or penalize students. Rather, SOAP reflects the commitment of the College's faculty, staff, and administration to provide students with assistance and support to ensure success in achieving their educational goals. Students have available to them a variety of means to remedy their cognitive and non-cognitive challenges and to be academically successful.

When academic progress has not been satisfactory, SOAP requires students to meet with an academic and career advisor to develop an academic improvement plan and discuss support services that may assist them in achieving good academic standing. Students who are not in Good Academic Standing are ineligible to run for executive board positions in student organizations unless special permission is granted by the Dean of Students at their home campus.

The overall objective of SOAP is to improve the performance of students experiencing academic difficulty by connecting them to academic and student support services.

## II. PROCEDURE

### A. Categories for Standards of Academic Progress

**Academic Warning:** 7-16 combined graded units for GPA with less than a 2.0 for the Combined Cumulative GPA

**Academic Probation:** 17-29 combined graded units for GPA with less than a 2.0 for the Combined Cumulative GPA

**Academic Suspension Alert:** 30 or more combined graded units for GPA with less than a 2.0 for the Combined Cumulative GPA and less than a 2.0 for the Term GPA and previously in Good Academic Standing

**Academic Suspension:** 30 or more combined graded units for GPA with less than a 2.0 for the Combined Cumulative GPA and less than a 2.0 for the Term GPA and previously on Academic Probation or Academic Suspension Alert

**Extended Academic Probation:** 30 or more combined graded units for GPA with less than a 2.0 for the Combined Cumulative GPA but the Term GPA is 2.0 or higher and previously on Academic Suspension or Dismissal

**Academic Dismissal:** 30 or more combined graded units for GPA with less than a 2.0 for the Combined Cumulative GPA and less than a 2.0 for the Term GPA and previously on Academic Suspension

### B. Interventions for each Category of Standard of Academic Progress (SOAP)

#### 1. Academic Warning

Students must meet with an academic and career advisor prior to enrolling in courses to develop an academic improvement plan which may include referrals to academic support /tutoring and/or student support services, career advising, learning style assessment, and/or enrollment in a Student Life Skills (SLS) course. Students may also be required to reduce their course load.

#### 2. Academic Probation or Academic Suspension Alert

Students must meet with an academic and career advisor prior to enrolling in courses to develop an academic improvement plan which may include referrals to academic support /tutoring and/or student support services, career advising, learning style assessment, and/or enrollment in a Student Life Skills (SLS) course. Students may also be required to reduce their course load.

#### 3. Academic Suspension

Students are required to pause enrollment in credit courses at the College for the subsequent term (fall, spring, or summer term). Students on Academic Suspension may submit an appeal to the Director of Advisement at their home campus for consideration of continued enrollment.

**4. Extended Academic Probation**

Students who has successfully appealed Academic Suspension or who have met the time conditions for suspension may continue enrollment in credit courses at the College under the category of Extended Academic Probation, provided that they maintain a Combined Cumulative GPA of 2.0 or higher.

Students must meet with an academic and career advisor prior to enrolling in courses to develop an academic improvement plan which may include referrals to academic support /tutoring and/or student support services, career advising, learning style assessment, and/or enrollment in a Student Life Skills (SLS) course. Students may also be required to reduce their course load.

**5. Academic Dismissal**

Students are required to discontinue enrollment in credit courses at the College for at least twelve months. Academic Dismissal occurs after students fail to meet the minimum requirements of maintaining a 2.0 for the Term GPA during Extended Academic Probation after being readmitted from Academic Suspension. Students on Academic Dismissal may submit an appeal to the Dean of Students at their home campus for consideration of continued enrollment.

**C. Guidelines for Appeal of Standards of Academic Progress**


Students may appeal if on academic suspension or dismissal according to the [MDC Procedure 4015 Guidelines for Appeal of the Standards of Academic Progress](#). In order for the appeal to considered, students must present evidence/supporting documentation that reflects a change in their situation and supports their academic success.

Students who are on academic suspension are eligible to submit an appeal for consideration of continued enrollment on a term-by-term basis.

Students who are on academic dismissal are eligible to appeal for re-admission to the College after the dismissal period. Admission will be on a petition basis.

**D. Administrative Review**

Students who have attempted 30 credits with less than half their credits earned or with less than a 2.0 for the Combined Cumulative GPA may be subject to a special administrative review. If their academic record reflects unusual conditions of academic difficulty, their status under the Standards of Academic Progress may be administratively adjusted.

	
11/5/2018	
<b>PRESIDENT</b>	<b>DATE</b>