MANUAL OF PROCEDURE

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PROCEDURE TITLE: Guidelines for Appeal of the Standards of Academic Progress

STATUTORY REFERENCE: FLORIDA STATUTE 1006.50

BASED ON POLICY: IV-5 Student Rights and Responsibilities

EFFECTIVE DATE: July 2, 1979

LAST REVISION DATE: July 10, 2020

LAST REVIEW DATE: July 10, 2020

I. PURPOSE

To establish a procedure for review and consideration regarding adjustment to students’ academic standing of suspension or dismissal as outlined in College Procedure 4010 Standards of Academic Progress (SOAP).

II. PROCEDURE

The College has established appeal procedures for students who have been academically suspended or dismissed under the Standards of Academic Progress (SOAP). They are as follows:

A. Documentation
Students will be required to complete the “Academic Suspension/Dismissal Appeal” form and present evidence/supporting documentation that reflects a change in circumstances.

B. Academic Improvement Plan
Students must meet with an academic and career advisor prior to enrolling in courses to develop an academic improvement plan which may include referral 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.

C. Academic Suspension
Students on Academic Suspension are eligible to submit an appeal to the Director of Advisement or designee at their home campus for consideration of continued enrollment.

Students who have not successfully appealed Academic Suspension may appeal the decision to the Dean of Students or designee at their home campus.
D. Academic Dismissal
Students on Academic Dismissal may submit an appeal to the Dean of Students or designee at their home campus for consideration of re-enrollment prior to the conclusion of the twelve-month dismissal period. Students may submit an appeal only once and must pause enrollment in credit courses for at least one term prior to submitting the appeal.

E. Extended Academic Probation
Students who have successfully appealed Academic Suspension/Dismissal or who have met the time conditions for Academic Suspension or petition for readmission after Academic Dismissal may continue enrollment in credit courses at the College under the category of Extended Academic Probation, provided that they maintain a Term GPA of 2.0 or higher.

F. Decision and Record of the Appeal
The decision of the Dean of Students or designee is final on behalf of the College. Students will be informed of the decision in five (5) business days.

[Signature]
7/10/2020
PRESIDENT DATE