CAROLINAS COLLEGE OF HEALTH SCIENCES

POLICY

<div align="right">ACADEMIC</div>

SUBJECT: ACADEMIC STANDING AND PROGRESS

REVIEWER(S):   Chair, Academic and Curriculum Committee*

Director, Student Records and Information Management

Director, Financial Aid

POLICY

The academic progress of Carolinas College of Health Sciences students is carefully monitored to enhance retention and ensure satisfactory progress toward graduation requirements. Academic progress is defined in terms of academic level, enrollment status and academic standing, regardless of instructional location or modality. Students not making satisfactory academic progress are advised regarding ways to improve their performance and are made aware of the consequences of not meeting college- and program-specific academic progress requirements, including academic progression, probation, and/or dismissal. Students not enrolled in an academic program are held to similar expectations of satisfactory academic progress. Separate policies related to financial aid satisfactory progress govern receipt of aid and are available for review in the financial aid office.

PROCEDURE

The college and various programs have defined aspects of enrollment and academic performance to ensure students maintain sufficient progress through academic programs for timely completion of established requirements.

1. Academic levels
   a. As students complete the required components outlined in program curricula, an academic level will be designated to denote their progress. The credit hour requirements for various academic levels are listed in Appendix A.
2. Enrollment status
   a. In determining enrollment status, Carolinas College includes all credit courses offered. Credits earned by advanced standing credit and courses enrolled as "audit" are excluded from the calculation.
   b. Enrolled students are designated during each term as enrolled full-time, part-time or less than part-time. Students enrolled in ≥12 credit hours are considered full-time. Part-time students are enrolled in a minimum of 6 credit hours. Students enrolled in fewer than 6 credit hours are considered less than part-time. With the exception of the Federal Pell Grant, all other sources of Federal grants and loans require a minimum part-time enrollment.
   c. Continuous enrollment is defined as enrollment in the Fall, Spring, and Summer terms. Continuous enrollment is required in some academic programs, unless a leave of absence (LOA) has been approved. In addition, students who do not enroll in and attend at least one course for a period of one year will be withdrawn from the college, must apply for

re- admission, and are subject to any new policies, procedures, and degree requirements in the catalog at the time of re-admission.

    d. Program-specific enrollment status requirements are listed in Appendix B.

3. Academic Standing

    a. Students are expected to understand their academic standing requirements and review their academic performance with their advisors.

    b. The lowest passing grade in any course is the letter grade of "C." A grade of A, B, or C is considered successful completion of a course; a grade of I, W, D, or F is not considered successful completion.

    c. Students must meet both minimum grade point average (GPA) and completed credit requirements. A cumulative grade point average (CGPA) of 2.0 ("C") is the minimal measure of academic satisfactory progress toward graduation. Grades for courses earned via advanced standing credit are not factored into the Carolinas College CGPA. In addition, beginning at the end of a student's second term of enrollment and thereafter, students must successfully complete 50% of the cumulative hours attempted.

    d. Students must meet established academic standing requirements while enrolled in courses included in their program master curriculum. The academic standing requirements for each program are listed in Appendix B.

Students who fail to meet established requirements for maintaining progress in their academic program are subject to the following consequences, as further outlined in Appendix B.

1. Academic Progression

    a. For students enrolled in the associate degree nursing (ADN) program, after the first unsuccessful attempt in a course, students may have the opportunity for progression with continued enrollment. Progression is intended to allow the student to remain enrolled, seek the support necessary to be successful, and continue making progress towards graduation. When a student is unsuccessful in two or more courses in the same semester, the opportunity to progress is not an option and the student will be academically dismissed. A student who transfers into the ADN program is ineligible for progression if they had been unsuccessful in a nursing course in their previous program. In this case, the first unsuccessful attempt in any course in the nursing curriculum at Carolinas College will result in an academic dismissal, and the student may have the opportunity to reapply to the program.

    b. Students are allowed to retake only one course in the ADN master curriculum.

    c. The student may elect to defer progression for one course.

    d. When a student is unsuccessful in a course, the course faculty will notify the ADN program chair regarding the failure/withdrawal and complete the Petition for Progression – Faculty Form outlining factors that may have contributed to the student's unsuccessful performance in the course and recommending potential action steps the student can take to enhance his/her success in the course. The student's clinical faculty and advisor will provide the same information, if applicable.

    e. Upon notification of an unsuccessful attempt in a course, the ADN program chair will contact the student to discuss the process for requesting progression. The ADN program chair will note the date of the meeting and summarize the meeting on the Petition for Progression – Faculty Form.

    f. The program chair will determine if the student is eligible to progress in the program (i.e., first failure/withdrawal, student in good standing with respect to financial, clinical eligibility, etc.). With faculty input, the ADN program chair will determine if the progression can occur in the next semester. In addition, eligibility to progress will be based on space availability and course offerings.

g. The ADN program chair will notify the student of his/her eligibility to progress and request completion of the Petition for Progression – Student form prior to the start of the next course session. Completion of the Petition for Progression form will require a Student Success Plan for improvement. Students that fail to submit the Petition for Progression form by the established deadline will be automatically deferred to the next semester.

h. The ADN program chair will determine if and when the student will progress in the program, based on, but not limited to:
   i. Academic experience within the college.
   ii. Actions the student will take to ensure his/her future success.

i. Upon approval of the progression request, the ADN program chair will send a letter of notification to the student, dean of student affairs and enrollment management and the director of student records and information management, and the faculty advisor.

j. Students in progression are encouraged to work with their advisors to complete their success plans . The student is encouraged to plan regular meetings with his/her advisor. The student will be automatically referred to a student success coordinator for follow-up and support.

2. Academic Probation
   a. At the completion of a term, the director of student records and information management will ensure that a new term grade point average (GPA) and a new CGPA are calculated and appear on the student transcript.
   b. A student whose CGPA is below 2.0 or who has not completed 50% of attempted hours (upon completion of the second term of enrollment and thereafter) will be placed on academic probation for the subsequent semester attended.
   c. The Dean of Student Records and Information Managment will send a letter alerting the student to his/her probationary status, including sources of academic assistance and consequences of failure to improve.
   d. A grade earned in a class that is retaken replaces the original grade in the calculation of the GPA and CGPA. Separate policies govern CGPA for conditional admission purposes.
   e. Although unique course sequencing situations may create allowable exceptions as determined by the dean of student affairs and enrollment management, at the conclusion of the probationary period, the new CGPA must be at or above 2.0 or the student must have completed 50% of cumulative attempted hours (effective for hours completed after the second term or enrollment and thereafter) or the student will generally be academically dismissed. A final probationary period can be granted under the following conditions:
      i. A student who is academically dismissed following his/her probationary period may be readmitted according to the readmission to credit programs policy. If readmitted, the student returns under a final probation period and must meet all requirements of academic satisfactory progress at the end of this period to remain enrolled.
      ii. If the CGPA is still below a 2.0 but the term GPA is 3.0 or higher, the student may be allowed one additional and final term of probation to demonstrate ability to be successful. This final probation period must culminate in a CGPA of 2.0 or better, or the student will be academically dismissed with no opportunity for readmission.

      iii. An additional, final probation period will not be allowed if it is mathematically impossible to raise the CGPA to the required minimum within the final probation period.

      iv. A student on probation due to the ratio of hours attempted versus hours earned may be granted a final probation period if, during the first probation, the cumulative ratio does not reach 50%, but the term ratio is 100%. This final probation period must culminate in the completion of 50% of cumulative hours attempted or better, or the student will be academically dismissed with no opportunity for readmission.

      v. A student placed on final probation will receive a letter notifying him/her of his/her status.

3. Academic Dismissal

   a. Students who fail to meet enrollment and/or academic standing requirements outlined in Appendix B are academically dismissed from the program by the provost.

   b. At the time of academic dismissal, the provost will determine eligibility for readmission. A student who is unsuccessful in the same course twice is ineligible for readmission to the program.

4. The Academic Standing and Progress policy will be reviewed bi-annually.

REFERENCES

CAROLINAS COLLEGE OF HEALTH SCIENCES

ACADEMIC – Dismissal; Progression; Academic Satisfactory Progress; Grading; Readmission to Credit Programs

Related Form(s)

Progression Faculty Form

Progression Student Form

Form

Related 2024 SACSCOC Standards(s):

8.1 Student Achievement

Appendix A – Academic Levels

College-wide Credit Level Rules

Completed Credit Hours	Academic Level
0-29	First-Year or Freshman
30-59	Second-Year or Sophomore
60-89	Third-Year or Junior
90+	Fourth-Year or Senior

Program-Specific Levels

Academic Program	Academic Level	Promotion rule(s)
Histotechnology Certificate	Fifth-year	N/A
Medical Laboratory Science Certificate	Fifth-year	N/A
Healthcare Simulation Certificate	Fifth-year	N/A
Radiation Therapy Certificate	Third-year	N/A
Bachelor of Science Nursing (RN- BSN)	Second- through Fourth- year; based on credit hours	Generally, third-year entry, fourth-year promotion at 90 credits completed
Bachelor of Science Medical Imaging (BSMI)	Second- through Fourth- year; based on credit hours	Generally, third-year entry, fourth-year promotion at 90 credits completed
Bachelor of Science Health Sciences (BSHS)	First- through Fourth- year, based on credit hours	Generally, first-year entry, second-year promotion at 30 credits, etc.
Associate of Science General Studies	First- through Second- year, based on credit hours	Generally, first-year entry, second-year promotion at 30 credits
Associate of Applied Science Nursing (ADN)	First- through Second- year, based on credit hours	Generally, first-year entry, second-year promotion at 30 credits
Associate of Applied Science Radiologic Technology	First- through Second- year, based on credit hours	Generally, first-year entry, second-year promotion at 30 credits
Associate of Applied Science Neurodiagnostic	First- through Second- year, based on credit hours	Generally, first-year entry, second-year promotion at 30 credits
Neurodiagnostic Certificate	First-year	N/A

Appendix B – Enrollment and Academic Standing Requirements and Consequences

Academic Program	Enrollment Status Requirements	Academic Standing Requirements	Consequences of Failure to Meet Requirements	
			First time	Second time
Clinical Laboratory Sciences				
Histotechnology	Continuous unless approved LOA	Earn a C or higher in all courses	Dismissal	N/A
Medical Laboratory Science	Continuous unless approved LOA	Earn a C or higher in all courses	Dismissal	N/A
Diagnostic and Imaging Sciences				
Medical Imaging	May unenroll for up to one year	Maintain GPA >2.0; Successful completion of > 50% attempted credits	Probation	Dismissal
Neurodiagnostic Technology	Continuous unless approved LOA	Earn a C or higher in all courses	Dismissal	N/A
Radiation Therapy	Continuous unless approved LOA	Earn a C or higher in all courses	Dismissal	N/A
Radiologic Technology	Continuous unless approved LOA	Earn a C or higher in all courses	Dismissal	N/A
General Studies and Health Sciences				
General Studies and Health Sciences	May unenroll for up to one year	Maintain GPA >2.0; Successful completion of > 50% attempted credits	Probation	Dismissal
Healthcare Simulation	Continuous unless approved LOA	Maintain GPA >2.0; Successful completion of > 50% attempted credits	Probation	Dismissal
Nursing				
Associate Degree	Continuous unless approved LOA or deferral	Earn a C or higher in all courses	Progression (if approved)	Dismissal
Bachelor of Science (RN-BSN)	May unenroll for up to one year	Maintain GPA >2.0; Successful completion of > 50% attempted credits	Probation	Dismissal