



Pikes Peak State College (PPSC) Educational Procedure

EP 055 – Academic Progress Procedure

Originated:

Unknown

Revised:

September 2024

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References:

CCCS Board Policies & System Procedures: BP 9-80 Academic Standards and Practices, SP 9-80a Academic Standards, and SP 9-80b Academic Progress
PPSC Form: Academic Suspension Form

Approved By:

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I. Purpose:

The Board recognizes the importance of establishing consistency across the System related to application of specific academic standards and practices. The Board authorizes the establishment of shared practices related to grading, academic standing, academic honors, credit in residence requirements, academic terms, and other items related to academic records, recording and the progression of students as they pursue their academic goals.

II. Scope:

All students who have completed 9 or more credits at a CCCS College.

III. Procedure:

OVERVIEW:

Definitions

- “Attempted Grade”: Grade for a course in which a student enrolled and attempted to complete.
- “Credits in Residence”: Credit hours completed at PPSC or within Colorado Online.
- “Developmental Education”: Courses beginning with the digit “0”, designed to enhance students’ skills in Math, English, or other academic fields.
- “Developmental Grade”: Grade for Developmental Education courses.
- “Earned Grade”: Grade for a course that has been completed by a student.
- “GPA”: Grade Point Average on a 4.0 scale.

Common Grading Symbols

In order to standardize grading across the System, Colleges will use grades from a shared set of grading symbols. The full list of grades and symbols may or may not be used by all Colleges, but all grades issued by Colleges must be from the list below:

Currently approved grades:

Standard Grades:

A – Excellent or Superior

B – Good (Above Average Achievement)

C – Average

D – Deficient

F – Failure

I – Incomplete (Rolls to an F if not completed within required time period)

Note: In order to be eligible for an incomplete, a student is required to have completed over 75% of the coursework with a ‘C’ or better and must finish the coursework by the end of the next term, excluding summer. Colleges may make exceptions on a case-by-case basis.

Pass/Fail Grades:

P – Pass

F – Fail

A request for the P/F option must be submitted to the registration office. The P/F option may not be appropriate for certain courses. College catalogs should identify the maximum number of P/F credits that may be applied to a degree or certificate.

A “P” grade will indicate that the quality of students’ work in the course is equivalent to “C or better.” “P” will count in attempted and earned credits but will not carry any quality points.

Therefore, “P” grades will not be included in GPA calculations, however “F” grades will.

Developmental Grades:

P/A – Passing (A-level) work in a developmental course

P/B – Passing (B-level) work in a developmental course

P/C – Passing (C-level) work in a developmental course

F/D – Not-passing (D-level) work in a developmental course

F/F – Not-passing (F-level) work in a developmental course

I/F – Incomplete for developmental courses (Rolls to F/F if not completed within required time period)

Developmental Grades will not be included in a student’s GPA or count towards attempted credits. GPAs for term recognition such as President’s List, Vice President’s List and Dean’s List will not include developmental course grades in the calculation.

In order to be eligible for an incomplete, a student is required to have completed over 75% of the coursework with a ‘P/C’ or better and must finish the coursework by the end of the next term, excluding summer. Colleges may make exceptions on a case-by-case basis.

Withdrawal Grades:

W – Student withdrew prior to withdrawal deadline

WX – Administrative withdrawal by appeal or institutional error

WD – Administrative withdrawal

Transfer Grades:

A* – Transfer equivalent to an “A” standard grade

B* – Transfer equivalent to a “B” standard grade

C* – Transfer equivalent to a “C” standard grade

D* – Transfer equivalent to a “D” standard grade

F* – Transfer equivalent to an “F” standard grade

S* – Transfer equivalent to an “S” standard grade

P* – Transfer equivalent to a “P” standard grade

“C” or better grades will be accepted in transfer. Colleges may choose to transfer “D” grades on a case-by-case basis. Colleges will determine by program whether a “D” grade may be used to meet degree or certificate requirements. Even if a CCCS College accepts a D grade in transfer, it may nullify certain transfer agreements and does not guarantee that it will be accepted at other institutions of higher education. Satisfactory grades, “S”, may be considered “P” grades for transfer purposes.

Other Grade Codes:

AU – Audit (Not counted in GPA, Attempted, or Earned)

CNV – No Grade (Used for High School Level classes only)

CR – Credit

IP – In Progress

NC – No Credit

PLA – Prior Learning Assessment

SP – Placeholder/Satisfactory Progress

Z – Placeholder/Missing Grades

Grades that are no longer approved for use:

CNG – Conversion (no grade)

CPL – Credit for Prior Learning

WF – Withdraw Failure

WP – Withdraw Pass

AW – Administrative Withdrawal

X – Equates to a Traditional D or F

S/A – Satisfactory (A-level) work in a developmental course

S/B – Satisfactory (B-level) work in a developmental course

S/C – Satisfactory (C-level) work in a developmental course

U/D – Unsatisfactory (D-level) work in a developmental course

U/F – Unsatisfactory (F-level) work in a developmental course

I/U – Incomplete for developmental courses (Rolls to a U/F if not completed)

ACADEMIC STANDING:

Academic Standing describes a student's successful progression concerning maintaining progress toward their degree or certificate program. Academic Standing applies to all students who have completed 9 or more credits at a CCCS College. Academic Standing shall be applied consistently and uniformly within each College. Colleges will determine Academic Standing following the posting of the majority of term grades for each semester, and academic standing may be recalculated based on late or adjusted grades. For students who have completed fewer than 9 credit hours, the College will monitor satisfactory academic progress through an Academic Alert process. These students are not subject to Academic Standing.

Academic Standing values include the following:

- "Initial Standing" - Student has completed fewer than 9 cumulative credit hours with a cumulative GPA greater than or equal to 2.00 for all classes completed.
- "Academic Alert" - Student has completed fewer than 9 cumulative credits with a cumulative GPA less than 2.00 for all classes completed.
- "Good Standing" - Student has completed at least 9 cumulative credit hours and has a cumulative GPA greater than or equal to 2.00 for all classes completed.
- "Performance Support" - Student has completed at least 9 cumulative credit hours and has a cumulative GPA less than 2.00 for all classes completed. This value was previously referred to as "Academic Probation."
- By the conclusion of the Performance Support term, the student must raise their cumulative GPA to at least 2.00. If this condition is met, the student returns to Good Standing. Otherwise, the student will be Performance Improving or on Academic Suspension as outlined below.

- “Returning Support” - Student is returning from Academic Suspension.
- By the conclusion of the Returning Support term, the student must raise their cumulative GPA to at least 2.00. If this condition is met, the student returns to Good Standing. Otherwise, the student will be Performance Improving or on Academic Suspension as outlined below.
- “Performance Improving” - If a student on Performance Support or Returning Support earns a term GPA of at least 2.00 for all classes completed during the term but fails to raise their cumulative GPA to at least 2.00 for all classes completed, the student will be allowed to attend the next term as Performance Improving. This value was previously referred to as “Probation Continuing.”
- As long as the student continues earning a term GPA of at least 2.00 during each term, they will be permitted to continue attending. The student will remain on Performance Improving until the cumulative GPA is at least 2.00, at which time they will return to Good Standing.
- If the student does not earn a term GPA of at least 2.00 while on Performance Improving, they will be placed on Academic Suspension.
- “Academic Suspension” - If a student on Performance Support, Returning Support or Performance Improving earns a term GPA of less than 2.00 for all classes completed during the term, the student will be suspended and will not be allowed to enroll at the College issuing the suspension for the next term unless an appeal is approved. The student may be dropped from all registered courses for an upcoming term at the College based on the College’s procedures.

APPLICATION:

For students who have attempted fewer than 9 credit hours, the college will monitor satisfactory progress through an Academic Alert process. These students are not subject to Academic Standing. Academic Standing applies to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic Standing shall be applied consistently and uniformly within each CCCS institution. All colleges will determine Academic Standing following the posting of the majority of term grades for each semester. Students placed on probation or suspended will be notified of their status. Academic Standing status will be noted on the advising, official, and unofficial transcripts.

DEFINITIONS:

- Only college level classes will be used to calculate term and cumulative GPA’s. This includes summer term courses.

- Only courses taken “in residence” will be used for this procedure; “In residence” means taken at the student’s home institution or through Colorado Online. Courses taken elsewhere and transferred in does not apply. The GPA calculations for this procedure may not match those used for financial aid purposes or athletic eligibility.
- Cumulative Grade Point Average will be abbreviated as CGPA.
- Term Grade Point Average will be abbreviated as TGPA.

PRACTICE STANDARDS:

- Initial Standing: Student has completed fewer than 9 cumulative credit hours with a CGPA \Rightarrow 2.00 for all classes attempted.
- Academic Alert: Student has completed fewer than cumulative 9 credits with a CGPA $<$ 2.00 for all classes attempted.
- Good Standing: Student has completed at least 9 cumulative credit hours and has a CGPA \Rightarrow 2.00 for all classes attempted.
- Performance Support: Student has completed at least 9 cumulative credit hours and has a CGPA $<$ 2.00 for all classes attempted. This value was previously referred to as “Academic Probation.”
 - By the conclusion of the Performance Support term, the student must raise their cumulative GPA to at least 2.00. If this condition is met, the student returns to Good Standing. Otherwise, the student will be Performance Improving or on Academic Suspension as outlined below.
 - Performance Improving - If a student on Performance Support or Returning Support earns a term GPA of at least 2.00 for all classes completed during the term but fails to raise their cumulative GPA to at least 2.00 for all classes completed, the student will be allowed to attend the next term as Performance Improving. This value was previously referred to as “Probation Continuing.”
 - As long as the student continues earning a term GPA of at least 2.00 during each term, they will be permitted to continue attending. The student will remain on Performance Improving until the cumulative GPA is at least 2.00, at which time they will return to Good Standing.
 - If the student does not earn a term GPA of at least 2.00 while on Performance Improving, they will be placed on Academic Suspension.
- “Academic Suspension” - If a student on Performance Support, Returning Support or Performance Improving earns a term GPA of less than 2.00 for all classes completed during the term, the student will be suspended and will not be allowed to enroll at the College issuing the suspension for the next term unless an appeal is approved. The student may be dropped from all registered courses for an upcoming term at the College based on the College’s procedures.

ACADEMIC SUSPENSION:

All academic suspensions are for one term only. If a student who has served a suspension wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor. The student will be placed on Returning Support for their return semester. Students suspended from one College are not suspended from other Colleges within the System.

SUSPENSION APPEALS:

- Students placed on Academic Suspension will be notified of their status and given the opportunity to appeal. Students must appeal their suspension based on procedures developed by the College issuing it in order to continue enrolling at that College. Each College's appeal process should incorporate an element where the student demonstrates what has changed and why they will perform better in the future. Appeal consideration will be based on statements and documentation as submitted by the student. College processes for approving or denying appeals must be based upon objective factors.
- If the College approves an appeal, appeals for subsequent Academic Suspensions should address why the student was unsuccessful on the prior appeal and what additional measures have been taken to ensure success.
- If the student's suspension appeal is approved, the student will be placed on Performance Support.
- If the student's suspension appeal is not approved, the student may be dropped from all courses registered for in upcoming terms at the College, based on the College's procedures.

APPEALS PROCESS:

1. Student will need to carefully read the appeal instructions.
2. Student must complete the Academic Suspension Form. Include specific, detailed reasons why they deserve an exception to the one semester suspension. Student must include detailed plan for improving future academic performance.
3. Attach documentation to support the appeal.
4. Sign and submit.












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Final Audit Report

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