



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**EGA-7**      **Scholastic Standards and Academic Progress**      **APPROVED:** May 28, 1985      **REVISED:** January 12, 2018  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** EGA

Classification: Administrative  
Vice President or Associate Vice President: Vice President of Instruction and Workforce Education  
Designated Contact: Vice President of Instruction and Workforce Education

**OBJECTIVE:** To establish the criteria for satisfactory academic progress in semester credit-hour courses.

**PROCEDURE:** The El Paso County Community College District is aware of a student's need to successfully complete a program of study. In order to ensure that students progress satisfactorily through course work, the following standards will govern satisfactory progress.

I. Grading System

The following grading system will be used to determine academic standing:

A = Excellent	4 grade points
B = Above Average	3 grade points
C = Average	2 grade points
D = Below Average	1 grade points
F = Failing	0 grade points
I = Incomplete	0 grade points
W = Approval Withdrawal	0 grade points

The following grades for developmental coursework(\*), military, articulated credits, or transfer credit are not calculated in the grade point average (GPA):

- W. = Approval Withdrawal: Counts against a student's 6 drop rule
- W = Approved Withdrawal: Does not count against a student's 6 drop rule
- CR = Credit
- NC = No Credit
- AU = Approved Audit
- A\* = Credit
- B\* = Credit
- C\* = Credit
- D\* = Credit
- F\* = No Credit
- I\* = Incomplete

II. Satisfactory Progress

Satisfactory progress is defined as a 2.0 or higher GPA on a semester and cumulative basis. A student's GPA will be calculated at the end of the fall, spring, and summer term, which includes all parts of term. Calculations will be based on college level courses completed, including course(s) for which "I" grades were received.

The following are the definitions for academic standing as indicated on EPCC transcripts:

A. Good Standing

Students who maintain a minimum term grade point average of 2.0 and cumulative grade point average of 2.0 will be considered in good standing. (Refer to College Procedure EGA-4 *Grading System*)

\*Note: The word "faculty" denotes instructors, counselors and librarians.

## B. Academic Probation

Students will be placed on academic probation when the term grade point average (GPA) is less than 2.0. In those cases, students must receive academic counseling and enroll in the courses recommended by the counselor/advisor as a condition of continued enrollment.

Students will be notified of their Academic Probation status via EPCC e-mail. In addition, a registration hold will be applied to First-Time-in-College (FTIC) students during their first academic year. Students are required to meet with an academic counselor or advisor to develop a plan for academic improvement. Students may be eligible for continued enrollment up to thirteen semester credit hours at the discretion of the counselor.

## C. Academic Suspension

Any student on academic probation who does not maintain a minimum term GPA of 2.0 will be placed on academic suspension. A student on academic suspension may not be enrolled for one semester. Under extenuating circumstances and upon receipt of supporting documentation, a student may apply for special permission to enroll under the following conditions:

1. A registration hold will be placed on the student and can only be removed by an academic counselor.
2. To request approval to enroll while on Academic Suspension, students must submit an Academic Suspension Petition for Enrollment and receive approval from an academic counselor.
3. If approved, students will only be eligible to enroll in 6-8 credit hours (2 courses).
4. The academic counselor will record his/her recommendations on the Academic Suspension Petition for Enrollment.
5. Students will be required to meet certain conditions as recommended by the academic counselor, such as repeating a course in which a "D" or "F" grade was received, attending tutoring, or participating in similar College support services. Failure to comply with these conditions may result in students not being able to register for the next semester.
6. Students on academic suspension that are currently enrolled will not be allowed to register for the upcoming semester until a counselor reviews the Academic Progress Report generated by the faculty\* member(s) and submitted by the student.
7. In order to register, students will submit the approved Academic Suspension Petition for Enrollment to the Admissions and Registration Office for processing.
8. Students on Academic Suspension who have not met the minimum term and cumulative GPA of 2.0 for a second consecutive term will not be allowed to enroll for two terms. Exceptions are only allowed with the approval of the Associate Vice President of Instruction and Student Success.
9. Students with three consecutive term suspensions will not be allowed to enroll for one calendar year. Exceptions are only allowed with the approval of the Associate Vice President of Instruction and Student Success.
10. Students will remain on academic suspension until a minimum 2.0 term and cumulative GPA are earned.

## D. Special Circumstances

Students on academic suspension who earn grades of "C" or higher, but whose cumulative GPA remains below a 2.0, may petition to the academic counselor for enrollment. (Refer to Section II. C. Academic Suspension, above)

## III. Early Alert

First-Time-in-College (FTIC) Students who earn a term or cumulative grade point average between a 2.0 to 2.5 and/or do not maintain a cumulative 50% course completion rate will be placed on Early Alert. Students will be notified of their Early Alert status via EPCC e-mail. Students are required to meet with a counselor or academic advisor to develop a plan for academic improvement.

In addition, faculty will have an opportunity to send an Early Alert Progress report on any FTIC student's (satisfactory/unsatisfactory) academic progress, or as soon as they consider a student at-risk for failing the course. (See *Addendum A: Early Alert Progress Report Guidelines*)

**OBJECTIVE:**

To establish guidelines for the Early Alert (EA) Progress Report that will allow faculty to identify, refer and effectively intervene with students who are exhibiting at-risk academic behaviors.

**PROCESS:**

*These guidelines are applicable to all First-Time-in-College (FTIC) students during the first year enrollment at El Paso Community College. All FTIC students are in the EA system. EA Status or EA Progress Reports are triggered by certain indicators, described below.*

1. Instructors will complete the EA Progress Report in the EA system. The EA Progress Report may address problems in any of the following areas:
  - 1.1. Attendance – constantly absent or tardy, poor attendance
  - 1.2. Assignments or tests scores below a “C” average
  - 1.3. Missed assignments
  - 1.4. Language and writing challenges
  - 1.5. Personal issues
  - 1.6. Failing course average
2. By the third week of the semester, instructors will document via the EA System the students’ satisfactory or unsatisfactory academic progress and/or any non-academic concerns, if applicable.
3. Instructors will have the opportunity to submit the standard EA Progress Report as early as the third week of the 16-week semester, adjusted accordingly for mini/late start semester.
4. Students will be informed by mid-term, via the EA System, that the progress report should be available for review; however, if the student did not receive the report, he/she is encouraged to contact their instructors to inquire about the report.
5. If the students receive a notification showing unsatisfactory progress, the email notification will detail various academic support services available to them at the College. Students not progressing satisfactorily will be placed in EA Status.
6. The EA Program Academic Advisor evaluates the academic progress reports and identifies students on EA Status. Advisors will contact these students and set up appointments to meet with them on an individual basis.
7. The student will meet with the Academic Advisor to develop an Academic Improvement Plan and any other appropriate interventions. If the student fails to follow the plan, the student will remain in EA until compliance with the Academic Improvement Plan or until he/she attains a 2.5 term cumulative GPA. This EA Status trigger threshold is higher than the College’s Satisfactory Progress (SAP).
8. The student may share with the instructor the Academic Improvement Plan developed with the advisor. The Academic Advisor should collaborate with instructors on the students’ Academic Improvement Plan.
9. The Academic Advisor will monitor the student’s compliance with the improvement plan and document the student’s (outcome) academic progress in the EA system.