

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER:** 4-1-404.12

**PAGE:** 1 OF 2

---

**PROCEDURE TITLE:** PROBATION AND SUSPENSION

**BASED ON POLICY:** 3-2-105

**REVISION NUMBER:** 3

**OFFICE OF  
RESPONSIBILITY:** STUDENT RECORDS

---



---

**PRESIDENT**

---

**September 28, 2012  
DATE**

**PURPOSE**

The purpose of this procedure is to outline the process for identifying students who are making insufficient academic progress, placing them on academic probation or suspension status, and assisting them with the appropriate steps necessary for their continued pursuit of their educational goals.

The basic rationale for this procedure is that a grade of C or better in all courses within a student's major, with a minimum cumulative grade point average of 2.00 or higher, is required for graduation. It is, therefore, the intent of the College to identify students who are not making minimum progress towards this goal and to offer appropriate services to assist students in overcoming their deficiencies.

**PROCEDURE**

1. The Registrar will review the academic progress for students identified as not meeting minimum academic progress standards as defined in TCL Procedure 4-1-404.10.
2. Students identified as not making academic progress will be noted as listed below, and recommendations to the Vice President for Student Affairs may include the following:

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 4-1-404.12

**PAGE:** 2 of 2

---

- a. Clear Status - A student is removed from probation/suspension due to administrative or record keeping error. The student's restriction will be noted and an end date will be updated.
- b. Probation - A student fails to earn the required GPA as specified based on the Standards of Academic Progress.

Students who are placed on probation will be limited to enrollment in no more than three (3) classes for the fall or spring semesters and no more than two (2) classes during the summer semester. Students who have not taken a college orientation or college skills course will be strongly encouraged to enroll. Enrollment in this course will be included in the aforementioned total number of classes permitted for students on probation. Students placed on probation for a second time will work with a probation and suspension advisor to create an individualized educational plan.

- c. Continued Probation - A student who has a cumulative GPA that is below the required level will remain on probation until either: 1) the GPA meets the required level of 2.0, or 2) the student has been on probation for three consecutive terms. The initial semester that resulted in the probation status is counted as the first term.
- d. Suspension - By the end of the third consecutive probationary term, the student's cumulative GPA must reach the proscribed level (2.0 cumulative GPA) based on the Standards for Academic Progress, or the student will be suspended for one semester.