

## **Academic Progress Process for Advisors**

### **Academic Warning**

Student must complete an online workshop and must complete the survey at the end of the workshop. If the student does not have an active hold, they have already completed the workshop. It takes up to one business day for holds to be removed. The final survey is important to complete as it gathers the students' names and Id numbers enabling us to remove the holds. Students only have to complete the workshop once so if they land on warning for a second time, we recommend reviewing the workshop but it is not required. (<https://www.middlesex.mass.edu/academicstanding/warning.aspx>)

### **Academic Probation**

Does the student have an active hold? (displayed in hold area of DegreeWorks or in Banner)

If "NO."

Either the student has already completed the intervention class OR the student has earned more than 34 credits and is exempt from completing an intervention class. Exempt students can complete the class if they choose. They are also encouraged to complete the voluntary Academic Probation Workshop online.

Advisor should:

- Review transcript for failed classes or low grades that could be repeated to improve cGPA.
- Discuss PSY 125 with ENG 101 eligible students who have not already taken PSY 125
- Review last semester's academic standing. If this is their second consecutive semester on Academic Probation, they are required to raise their cGPA to a level above probation (either warning or good standing) this semester, if not, they will be suspended for the next semester. If their previous standing was Academic Suspension, the student must earn a cGPA of 2.0 regardless of credits or they will be re-suspended.
- Encourage students to complete the online Academic Probation Workshop: (<https://www.middlesex.mass.edu/academicstanding/probation.aspx>)

If "YES."

The student is required to enroll in an intervention class. (NOTE: Completing the Academic Probation Workshop online does not satisfy this intervention requirement and will not release this hold).

Advisors should:

- Identify what English level the student is currently at.
  - If they have completed or are eligible for ENG 101, they enroll in PSY 125.
  - If they are not yet eligible for ENG 101, they enroll in IDS 110. (Dates to be decided).
- Review transcript for failed classes or low grades that could be repeated to improve cGPA.
- Review last semester's academic standing. It is a good practice to inform the student of the stakes and next steps in the process.

Questions? Contact Gail Lucozzi, Academic Progress Coordinator, Middlesex Community College,  
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- If this is their first time on Probation, they will have two semesters to raise their cGPA to a level above probation as defined by the academic standings chart.
- If this is their second consecutive semester on Academic Probation, they are required to raise their cGPA to a level above probation (either warning or good standing) this semester. If not, they will be suspended for the next semester.
- If their previous standing was Academic Suspension, the student must earn a cGPA of 2.0 regardless of credits or they will be re-suspended.
- Review transcript for failed classes or low grades that could be repeated to improve cGPA.

### **Academic Suspension**

Students who have been on academic probation for two consecutively enrolled semesters will be suspended at the end of the current semester (or at the end of the next enrolled semester if they are not currently enrolled) if they do not raise their cGPA to a level above probation. "A level above probation is commonly defined as a 2.0, however, students with less than 34 credits and a cGPA between 1.8 and a 2.0 are on Academic Warning which qualifies as a level above probation.

Students are suspended for one semester only (fall or spring) and are then allowed to return to the college.

When meeting with students to plan their return, advisors should:

- Review transcript for failed classes or low grades that could be repeated to improve cGPA.
- Review last semester's academic standing. If this is their second consecutive semester on Academic Probation, they are required to raise their cGPA to a level above probation (either warning or good standing) this semester, if not, they will be suspended for the next semester. If their previous standing was Academic Suspension, the student must earn a cGPA of 2.0 regardless of credits or they will be re-suspended.