



Academic Standing Procedure

Procedure Number: 203P

Responsible Office: Academic Affairs

Forms: [Reinstatement Request Form 125-027](#)

Effective Date: 08/23/24

Date Last Reviewed: 08/23/24

1. Purpose

This procedure is aligned with [VCCS Policy 5.6.6](#) which requires colleges to determine appropriate actions and resources for students receiving an academic warning as well as those placed on academic probation and suspension. It also outlines the procedures for awarding academic honors (e.g., Dean's List).

2. Definitions

Good Academic Standing: Students are considered to be “in good academic standing” if they do not fall under one of the below categories.

Academic Warning: Students who fail to attain a minimum GPA of 2.00 for any semester shall received a notification of academic warning to inform them that they are at risk of incurring negative academic standing in subsequent terms. Academic warning is not an official standing.

Academic Probation: Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better and may be required to take a reduced load.

Academic Suspension: Students who fail to attain a semester GPA of 1.50 or better shall be placed on suspension and unable to take classes at NOVA for a semester.

Academic Dismissal: Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed and unable to return to NOVA to take classes.

Academic Load: The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits excluding Student Development (SDV 100, 101, or 108). Students who are probation may be required to take less than a full-time course load.

Satisfactory Progress: Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.00 in their curriculum is a prerequisite to the receipt of an associate degree, diploma, or certificate.

3. Procedure

Once the grade replacement report has been run for the semester, students on academic probation, suspension, or dismissal will have a negative service indicator placed on their account. The indicator will be placed by College Information Systems. Students will receive an email indicating if they are not in good standing sent by Student Services, which outlines the next steps students should take.

Academic Warning

Students on Academic Warning will be encouraged to meet with an advisor for academic and student support services.

Academic Probation

Those students who are placed on academic probation may be required to carry less than a normal load the following semester (e.g., six credits) and are required to consult with their advisor/ counselor. Students who have not yet registered for classes will be required to attend a Personal Academic Success Support (PASS) session or meet individually with their advisor/counselor prior to registering for classes. Counselors will share with students resources available to ensure academic success as well as course recommendations. Once students have obtained a cumulative GPA of 1.75 or higher, they should meet with an advisor to have their hold removed.

Academic Suspension

Students placed on academic suspension cannot enroll the following semester. College Information Systems will automatically drop students from enrollment once the grade replacement report has been run and add the appropriate negative service indicator on the students' account. Prior to returning to Northern Virginia Community College (NOVA), students will complete NOVA [Form 125-027](#) requesting to return. Once approved, students will be required to attend a PASS session or meet individually with their advisor/counselor prior to registering for classes. Counselors will share with students resources available to ensure academic success as well as course recommendations.

Students on academic suspension seeking to appeal the suspension must make the request in writing indicating why the exception is requested and how the student will ensure academic success. Upon receipt of the request, a member of the Office of Student Rights and Responsibilities will meet with the student to determine eligibility.

Academic Dismissal

Students who are academically dismissed are unable to enroll at NOVA. College Information Systems will automatically drop students from enrollment once the grade replacement report has been run and add the appropriate negative service indicator on the students' account.

Academic dismissal is usually final, but students who believe they have an exceptional case may appeal to the Dean of Student Success for reinstatement following an absence of five years (60 months). To appeal, the student must complete NOVA [Form 125-027](#) 30 days before the start of the semester of return. Upon receipt of the request, the Dean of Student Success will meet with the student to determine eligibility. Students who are granted reinstatement will follow the protocols outlined as students who return from academic suspension. Students who are readmitted after dismissal may want to consult the College policy on academic renewal.

Academic Standing Honors

At the end of every semester, academic excellence recognitions are posted in students' records one to two weeks after the deadline for posting final grades. Those who qualified but whose grades were not posted by the college deadline will not include the notation. The College provides the following recognitions for academic excellence:

Presidential Scholars - Students' names will be placed on the Presidential Scholars' list for any semester that their grade point average is 3.75 or higher. They must have completed at least nine (9) semester hours in the current semester (excluding developmental courses) and have earned a minimum of twenty (20) semester hours of credit at NOVA.

Dean's List - Students' names will be placed on the Dean's List for any semester that their grade point average is 3.50 or higher. They must have completed at least six (6) semester hours in the current semester (excluding developmental courses) with no grade lower than C.