

Academic Probation Policy

Further details of the policy are available in the Office of the Vice Chancellor for Student Affairs, Hale ‘Ākoakoa 202, 808-235-7466.

A cumulative GPA of 2.0 is required to remain on satisfactory academic progress at Windward Community College. Students who do not meet this minimum GPA at the end of any semester will receive a warning of unsatisfactory academic progress. If satisfactory progress is not made in ensuing semesters, the student will be placed on academic probation and eventually suspended or dismissed from the College.

All students notified of unsatisfactory academic progress are required to meet with an academic counselor prior to registration.

Warning

Students will be placed on academic warning at the end of any semester in which their cumulative GPA falls below 2.0. A warning is not notated on the permanent academic record. Warned students may continue to attend Windward Community College but must raise their cumulative GPA to 2.0 or higher. Failure to do so will result in academic probation.

Probation

If students on warning fail to raise their cumulative GPA to 2.0 or higher, they will be placed on academic probation. Notation of probation is made on the students' permanent academic record. Probationary students may continue to attend Windward Community College under the following terms:

- they will be allowed to enroll only in courses approved by an academic counselor
- they will meet regularly thereafter with that counselor to review progress
- they must earn a semester GPA of 2.0 in each probationary semester
- they will remain on probation until their cumulative GPA is raised to 2.0 or higher
- Failure to meet these conditions will result in academic suspension.

Suspension

A student will be suspended for failing to meet the terms of probation. Notation of academic suspension is made on the student's permanent academic record. A suspended student is eligible to apply and return to Windward Community College after a wait period of at least one semester (not including summer session). A student returning after suspension will be placed on probation during the semester of re-entry. Under extenuating circumstances a waiver of the wait period may be granted, allowing a student to enroll. Failure to meet the terms of probation after returning from suspension will result in dismissal.

Dismissal

A student returning after suspension will be dismissed for failing to meet the terms of probation. A dismissed student may be readmitted only in unusual circumstances, and only after the passage of at least two semesters (not including summer session). Note that readmission after dismissal occurs only rarely.

Removal from Probation

A student will be removed from probation once the cumulative GPA is raised to 2.0 or higher.

Appeals

A student may appeal a decision regarding academic probation, suspension, or dismissal by filing a formal petition with the Office of the Vice Chancellor for Student Affairs in Hale ‘Ākoakoa 202 in person or via U.S. Postal Service mail. It is recommended that receipt of appeals sent by mail be confirmed via a phone call to the Vice Chancellor for Student Affairs at 808-235-7446. Appeals must be filed as soon as notification is received, and prior to the first day of instruction of the following semester.