
Recalculation Policy

The Recalculation Policy provides students with a one-time opportunity to discount coursework from their cumulative grade point average or their earned/attempted ratio. Its purpose is to help students meet the 2.0 GPA requirements for graduation.

Eligibility

To be eligible for a Recalculation, students must meet **ALL** of the following criteria:

1. Student has not previously been granted a Recalculation, GPA Recalculation (or Internal Transfer).
2. Student's cumulative GPA or earned/attempted ratio has been below the minimum standard for the last two semesters.
3. Student has changed his/her academic program.
4. Only grades for courses that are not required in the new (current) program will be discounted. Grades of F or WF will automatically be discounted and grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP must be requested for discount.

Procedure

1. Each student must fill out the Recalculation Petition.
2. Grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP requested for discount, must be specified on the petition.
3. Student must meet with the registrar to submit and discuss the petition (Recalculation Petitions will be processed on an ongoing basis).
4. The registrar will check that the student and all course work are eligible for discount.
5. Registrar, by signature on the petition, attests that the student and coursework are eligible for discount and sends petition to the academic dean for a decision.
6. Upon approval, the registrar will discount the grades for the approved coursework from the student's academic record.

The petition is granted, the student should be aware of the following:

1. The Recalculation may only be granted once.
2. Student will lose credits toward graduation for discounted grades of D-, D, and D+.
3. All coursework and grades will remain on the academic transcript.
4. Transfer schools may recalculate the GPA and not discount coursework.
5. This Recalculation if VOID for honors determination.
6. The Recalculation does not change a student's academic status.

Standards For Academic Progress

Tompkins Cortland Community College
Academic Records Office
170 North St., PO Box 139
Dryden, NY 13053-0139
(607) 844-8211
Fax: (607)-844-6550

Judith Longo, Registrar

www.tc3.edu

Minimum Standards of Academic Performance

The requirements stated below represent the minimum quality of academic performance expected at Tompkins Cortland Community College. Each student's academic progress will be evaluated with respect to these standards at the end of each semester in order to determine their current academic standing.

GPA Credits	Grade Pt Average
12-18	1.5
19-25	1.6
26-32	1.7
33-39	1.8
40-46	1.9
47+	2.0

*GPA Credits are assessed for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), W (Withdrawal), and WP (Withdrawal, Passing), PTA (Permission to Attend), SUNY (SUNY Gen. Ed.), and TR (Transfer Credit).

Attempted Credits**	Earned Credits
0-14	0
15+	50%

**Attempted credits are assessed for all college level courses with course numbers 100 or higher and include, but not limited to the following: (Pass), AW (Administrative Withdrawal), MW (MMR Withdrawal), W (Withdrawal), and WP (Withdrawal, Passing).

Academic Warning

Any student who has achieved the minimum standard of academic performance outlined here, but has not earned a 2.00 GPA in the most recent semester will be issued an academic warning, which will direct the student to meet with the assigned academic advisor to review the student's progress. Recommendations by the advisor for action by the student may be made at this time. These could include academic or personal counseling, developmental coursework, or a reduced credit hour load. No notation will be made on the academic record.

Academic Probation

Students who fail to achieve the minimum academic standard will, in the first instance, be placed on academic probation for the duration of the subsequent semester in which they are enrolled. A student on academic probation may register for classes but will be limited to only thirteen total semester credits. The notation "Probation" will be placed on the student's academic record. A student on academic probation will not be eligible to hold elective or appointive office in any organization sponsored by the College or by the Faculty

Student Association or to participate in intercollegiate athletics. Students on academic probation may however, participate as members of student clubs or organizations.

All students on academic probation must arrange to meet with their academic advisor to evaluate their situation and complete a probation interview form. **The probation agreement, signed by the student and the advisor, must be submitted to the academic records office no later than the first day of classes.** Students who do not submit a probation interview form to the academic records office will be withdrawn from all courses for which they may have registered for the semester. It is the student's responsibility to ensure that the meeting with the advisor takes place and that each form is properly completed and submitted on time to the academic records office.

Second Semester on Academic Probation

In some circumstances, a student may be allowed to remain on probation for more than one semester, rather than being placed on academic suspension. For example, a student who shows exceptional academic improvement while on probation may be permitted another semester on probation.

Academic Suspension

Any student who, for a second consecutive semester of enrollment fails to meet the College's minimum academic standards will be automatically suspended from the College for the duration of the following semester (including any intervening summer session). The notation "Suspension" will be placed on the student's academic record.

Any student who is academically suspended for a second or subsequent time will be suspended for a minimum of one year. Readmission to the College after suspension is based on reinstatement policies.

Appeals to the Committee on Academic Status

Every student who has been academically suspended by the College has the right to appeal this decision to the committee on academic status. Appeals should be addressed to the registrar who is permanent record keeper for the committee. Such an appeal must be made in writing, indicating any special circumstances the student wishes to have taken into account, and must be received by the registrar within the specified time limits.

Documents supporting the appeal (statements from medical doctors, counselors, advisors, instructors, etc.) may also be submitted. Students are encouraged to appear in person before the committee to present their appeal, but are not required to do so. After considering a student's appeal, the committee will either sustain or

deny the appeal. If sustained, the student is granted an additional semester on probation. The decision of the committee will be final in all cases.

Reinstatement After First Academic Suspension

Any student who has been academically suspended a first time and whom wishes to be readmitted to the College must apply in writing to the College's admissions office. Based on the readmission after suspension process, the admissions office has the right to accept or deny such an application. A student should be prepared to identify and address the causes contributing to his/her lack of academic success during this process.

Reinstatement After Second Academic Suspension

Any student who has been academically suspended for a second or subsequent time must apply in writing to the admissions office and meet with the readmission committee.* **Applications must be received by March 1 for fall reinstatement and October 1 for spring reinstatement.** A student is required to attend the readmission interview with the readmission committee and should be prepared to identify and address the factors that contributed to his/her lack of academic success. The readmission committee has the right to accept or deny a student's application. The decision of the committee will be final in all cases.

**The director of admissions, or his/her designee, who will serve as chair of this committee, will convene the readmission committee as necessary. The members of the committee on academic status at that time will serve as readmission committee members.*