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| Name of Policy: Academic Probation and Dismissal |
| Source: Academic Affairs and Student Affairs |
| Date Revised: July 2020 |
| Form to Complete: N/A |

Policy:

Students must have a minimum semester and cumulative GPA of 2.0 to be in good academic standing.

Students are placed on academic probation when their semester or cumulative GPA falls below 2.0. A second consecutive semester with a semester or cumulative GPA below 2.0 will result in dismissal from the college.

Students may not appeal an academic probation status.

Procedure for Appeal of Academic Dismissal:

Students may appeal their academic dismissal by submitting a written appeal to the Academic Standards Committee (ASC) and include the following:

- Identify the issues and/or reasons surrounding your inadequate performance at KCAI.
- Action(s) you feel you might take to ensure a higher level of academic success at KCAI in the event that you are readmitted; and
- Why you believe you should be allowed to return to KCAI.

Although not required, students are highly encouraged to present their appeal before the ASC in person in addition to the written appeal so they have the opportunity to present their situation effectively. The committee will make recommendations to the vice president for academic affairs for final action.

The decision of the vice president for academic affairs is final. Students will receive a decision via letter from the Registrar, which may include conditions for readmission. For more information on the appeal process, contact the college registrar.

Students readmitted after dismissal, will be placed on Special Continued Probation and must earn a semester GPA of 2.0 or higher and/or must meet the specific conditions of their readmission as outlined in their reinstatement letter.