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| TITLE: | Student Academic Completion Procedure |
| NUMBER: | 3076 |
| AUTHORIZED BY PRESIDENT: | 12/19/03 |

Whatcom Community College is a state-supported, public, comprehensive community college. Tuition pays for about one third of the cost of a student's education and the State of Washington subsidizes most of the remaining cost.

In 2003, the State Legislature established a law requiring colleges to develop policies "to ensure that undergraduate students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources and provide capacity within the institution for additional students." Washington State Law (E2SSB 5135, RCW 28B.10695) requires that student academic completion policies address:

1. students who accumulate more than 125% of the number of credits required to complete their degree or certificate programs;
2. students who drop more than 25% of their course load before the grading period for the quarter, which prevents efficient use of instructional resources; and
3. students who remain on academic probation for more than one quarter.

Degree/Certificate Completion

State Legislators are concerned that students who complete more courses than required for degrees or certificates are occupying spaces that other students need. The Legislature has authorized colleges to impose a surcharge in addition to regular tuition and fees for students with 125% of the number of credits required for degrees or certificates.

Students must carefully plan their selection and sequence of courses to efficiently complete degrees or certificates. In addition, students who want to transfer to universities must also complete the prerequisite courses required for their major preparation in order to improve their chances of university acceptance. Whatcom Community College will intervene at three critical stages to assist students with degree and certificate completion.

Stage 1

Degree-seeking students who have completed 60 college-level credits will be:

- notified about the importance of efficient degree completion and the consequences of exceeding 125% of the credits toward a degree;
- urged to submit a graduation application for graduation; and
- encouraged to meet with an advisor to outline an academic plan for timely degree completion.



**Stage 2
125% of
Completion**

Degree and certificate seeking students who have completed 125% of the number of college-level credits required for a degree/certificate will be:

- notified that registration for the next quarter will be blocked and any future registration transactions will require advisor approval;
- required to develop a degree/certificate completion plan that is approved by an advisor; and
- restricted to register ONLY in the courses listed in the approved degree/certificate completion plan as indicated by an advisor signature; web-registration will not be allowed.

**Stage 3
150% of
Completion**

Degree and certificate seeking students who have completed 150% of the number of college-level credits required for degree/certificate completion will be:

- notified that registration is blocked; and
- allowed to appeal the registration block to the chief student affairs official based upon extenuating circumstances.

If the student fails to appeal or the appeal is denied, an additional tuition surcharge of 30% will be charged for continued enrollment.

Credit Completion

Whatcom Community College is experiencing exceptional demand for its course offerings. Given this enrollment pressure, many students are unable to enroll in the courses they need because the classes are filled. It is critical that students complete the courses for which they register; otherwise, they are essentially keeping other students from spaces in those courses. The State Legislature requires colleges to impose consequences for students who do not complete 75% of the courses they attempt each quarter.

Warning

Degree and certificate seeking students who do not complete 75% of the courses they attempt in a quarter will be placed on warning status. (Withdrawals during the first 5 days of the quarter will not be counted.)

Intervention

Degree and certificate seeking students who do not complete 75% of the courses they attempt a second time will be placed on intervention status. (Withdrawals during the first 5 days of the quarter will not be counted.) This is a very serious warning that emphasizes that if students do not complete 75% of the courses they attempt for a third time, the college will restrict their enrollment.



Restriction

Degree and certificate seeking students who do not complete 75% of the courses they attempt a third time will be placed on restriction status. Academic restrictions may include the loss of priority registration and a reduced credit load. Registration will be blocked and restricted students will ONLY be able to register with an advisor signature. Students may appeal the restrictive status with evidence of extenuating circumstances. The appeal is an informal meeting with the dean of students or designee and is evaluated on a case by case basis. The decision of the dean of students is final.

Academic Standards of Progress Policy

In 1995, Whatcom Community College established the Academic Standards of Progress Policy to identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance. This three-step process of alert, probation, and suspension is published in the WCC 2003-2005 Catalog, page 33 and is available at www.whatcom.ctc.edu/instr/cat_schd.htm. Students on academic probation who fail to meet the college academic standards are placed on academic suspension.

