



SUBJECT: Admit Academic Probation/Suspension	Effective Date: July 1, 2011	Policy Number: 04-2-003
	Supersedes: Policy on 3/27/03 Policy: Admit Academic Probation/Suspension Date: 3/15/2011	Page 1 Of 2
	Responsible Authority: Director, Admissions and Recruitment	

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure a thorough quality control check is done at this point. Transfer applicants must be in good academic standing at the most recently attended college or university. Transcripts from the most recently attended institution indicating academic probation or academic suspension within the last two academic terms are grounds for denial of admission.

Students on academic probation or academic suspension from a previous institution, but have completed at least 12 hours at the most recent institution in good standing are eligible for admission. If an applicant's transcripts indicate academic probation or academic suspension, and the student has not attended for at least one full academic term, he/she is eligible for review by the Admission Review Committee

II. Applicability/Scope

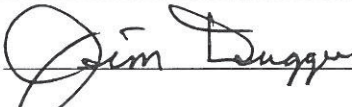
This policy applies to all Transfer students that apply to LeMoyne-Owen College

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Applications must be completed in ink or online.	September for Spring February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Make sure all documentation in the file belongs to the applicant.	September for Spring February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Review academic status on Transcript, and grades	September for Spring February for Fall
Student	To submit all required admissions documents	September for Spring February for Fall

IV. Related policies/References for more information

- College Catalog
- Student Handbook
- Admissions Policy and Procedures Manual
- College Planning Guide

Authorizing Official: <u></u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	