

## Student Success Guidelines

### Student Success Courses Take Priority

During each semester of enrollment a student must first register for all required Student Success (SS) courses before being allowed to register for other courses. This policy also applies to part-time students. There are two exceptions:

- When two or three Student Success areas are required and the student is enrolled in at least one of those areas, other approved courses may be taken instead of one of the required Student Success courses.
- If the Student Success course is not available, a student may enroll in a degree credit course if the student has met the course prerequisite, subject to written approval by the appropriate dean, the vice president of Academic and Student Affairs or the College president.

### 20-hour Rule

Students who have accumulated 20 semester hours of college-level credit and have not successfully completed required Student Success courses may enroll *only in Student Success courses* until requirements are successfully completed. Students with transfer credit or credit earned in a prior degree program who are required to take SS courses for their current degree objectives may earn up to 20 *additional* hours of college-level credit. After earning those additional hours, students can only enroll in the required Student Success courses.

Students who *voluntarily* enroll in Student Success courses are limited to three attempts per academic area or discipline. They are not subject to any exit requirements or the 20-hour rule.

### Attempts

An attempt is the number of times a student has completed a Student Success course. Students in the University System of Georgia Schools must exit each Student Success discipline within three (3) attempts. A discipline area is defined as Student Success Reading, Student Success English or Student Success Math.

Students who do not exit the SS discipline area courses in three attempts may appeal. A student may file an appeal to take a fourth attempt in English and Reading and a fourth and a fifth attempt in Math. The student must have reached the appeal level in only *one discipline area* to qualify (see appeal process below). English for Academic Purposes Courses (EAP/ESL) have no limit on the number of attempts.

Time spent in Student Success course work in a discipline area shall be *cumulative* within the University System of Georgia. A transfer student with fewer than three semesters and fewer than 12 semester hours in a SS area may be granted an additional semester to exit a discipline area (up to a total of 15 semester hours cumulative within USG schools). Students must have approval from the director of Student Success at Georgia Gwinnett College. (This policy is to allow for variations that may occur in credit hours for courses at various institutions).

If a student does not complete requirements for a Student Success area in 12 semester hours or three (3) semesters, whichever occurs first, the student will be *suspended from all University System of Georgia schools for three (3) years*.

All grades including A, B, C, IP, WF, and F count as an attempt. If a student earns a W or withdraws from a course before the midpoint it does not count as an attempt, but the student will also be withdrawn from all other college credit courses.

### **Appeals**

Students who do not exit a Student Success discipline area in three (3) attempts must file an appeal. To file an appeal for one (1) additional attempt in either Student Success Reading or Student Success English **or** for two (2) additional attempts in Student Success Math, a student must meet with the Student Success advisor to complete an appeal form. The student must:

- be individually evaluated by his last course instructor and determined to have a reasonable chance of success;
- be in an exit-level course, and
- have reached the limit in only one Student Success area.

### **Exit**

To exit a Student Success area, students must complete the exit-level Student Success course in that area, meet any established institutional and course requirements, and pass the COMPASS exit exam.

- SS ENGL 099 must pass a writing sample and score 60 or above on the Compass English Exit exam
- SS READ 0098 must pass the course and score 78 or above on the COMPASS reading exit exam.
- SS MATH 0099 must pass the course and score 37 or above on the COMPASS Math exit exam.
- Students in EAP 0090 and 0091 must pass the courses with a C or better and score a 3 on the exit writing sample.

Students who have not taken any college work in the University System for three (3) years may be retested with the CPE or COMPASS (in any unsatisfied areas) and readmitted without a Student Success requirement if they meet the institutional criteria for exemption.

### **Withdrawals**

Students with Student Success requirements who are enrolled in both SS courses and credit courses may not withdraw from the required Student Success courses unless they also withdraw from their other college credit courses. If an instructor in a Student Success course withdraws a student (due to violation of stated attendance policies or other course policy) the student will also be withdrawn from all college credit courses. If a student withdraws or is withdrawn from a course by the instructor, financial aid may be affected. Students need to speak with a financial aid counselor to discuss their withdrawal. Course loads may be reduced if the student is taking only Student Success courses.