



## College Policy 4.13

### Satisfactory Academic Progress – Academic and Financial Aid

#### Part 1. Introduction

Minneapolis Community and Technical College - in accordance with the Minnesota State Colleges and Universities and federal and state law - requires all students to maintain satisfactory academic progress in order to attend the College and remain eligible for financial aid. The standards as defined in Part 2 and 3 of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid.

**IMPORTANT:** Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

#### Part 2. Qualitative Measure of Progress (Grade Point Average or GPA)

Academic progress is monitored beginning with the first registered credit. Beginning with their first cumulative registered credit, all students are required to maintain a **minimum cumulative GPA of 2.00**. The GPA calculation includes grades of A, B, C, D, and F.

#### Part 3. Quantitative Measure of Progress (Completion Rate and Maximum Time Frame)

**Completion Rate:** Academic progress is monitored beginning with the first registered credit. Beginning with their first cumulative registered credit, all students are required to maintain a **minimum cumulative Completion Rate of 67%**. The Completion Rate calculation divides all earned credits (those with grades of A, B, C, D, and P) by all registered credits. The Completion Rate also includes credits accepted in transfer and applied to the student's degree/certificate.

**Maximum Time Frame:** All students are expected to complete their degree/certificate within an acceptable period of time. Financial aid recipients may receive aid only until they have reached the cumulative registered credit equal to 150% of the credit length of their degree/certificate. The 150% Maximum Time Frame includes credits accepted in transfer from other colleges.

#### Part 4. Evaluation Period

Academic progress is evaluated for all registered students at the end of fall, spring, and summer terms.

#### Part 5. Failure to Meet Standards

**Warning:** Students who do not meet either the cumulative GPA or cumulative Completion Rate requirement are placed on warning. Students on warning are allowed to register for classes and receive financial aid for one evaluation period. If at the end of the warning period a student on warning has met the cumulative GPA and Completion Rate requirement, the warning status is ended and the student returns to good standing.

**Suspension of Students on Warning Status:** Students on warning who do not meet either the cumulative GPA or the cumulative Completion Rate requirement are placed on suspension. Students on suspension are not allowed to register for classes or receive financial aid.

**Suspension due to Maximum Time Frame:** Students who reach the Maximum Time Frame requirement are immediately suspended from financial aid. In addition, financial aid eligibility is immediately suspended when it is determined it would be

impossible for a student to meet the cumulative GPA or Completion Rate requirements within the Maximum Time Frame length.

**Suspension due to Extraordinary Circumstances:** Students may be immediately suspended from registration or financial aid due to extraordinary circumstances, such as, a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term, a student who registers for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid at MCTC or any other college or university, etc.

## Part 6. Appeals and Probation

**Appeals:** Students have the right to appeal their suspension based on unusual or extenuating circumstances, including but not limited to personal illness, hospitalization or death of an immediate family member.

Student appeals must:

- Be submitted in written form using the MCTC Suspension Appeal form.
- Be submitted by the appeal deadline.
- Include a statement describing extenuating circumstances - including supporting documentation - that prevented the student from making academic progress.
- Include a statement (academic plan) of what has changed or will change that will allow the student to make academic progress. The academic plan will include the requirement to earn a term GPA of 2.50 and term Completion Rate of 100%.

Submitted appeals are reviewed for approval or denial by one or more members of the Satisfactory Academic Progress Committee. Students who wish to petition an appeal that has been denied may request a secondary review by the Dean of Students.

**Probation:** Students who successfully appeal are placed on probation for one evaluation period. If at the end of the probation period a student on probation:

- Has met the cumulative GPA and cumulative Completion Rate requirements, the probation status is ended and the student returns to good standing.
- Has not met the cumulative GPA and cumulative Completion Rate requirements, but has met the conditions as specified in his/her academic plan (term GPA of 2.50 and term Completion Rate of 100%), the student retains his/her eligibility for registration and financial aid under a status of probation with an academic plan for a subsequent evaluation period.
- Has not met the cumulative GPA and cumulative Completion Rate requirements, and has also not met the conditions specified in his/her academic plan, the student is placed on suspension.

## Part 7. Notification Status and Appeal Results

**Status Notification:** Students are notified in writing when the evaluation of satisfactory academic progress results in warning, suspension, or probation. Notice includes the conditions of the current status and the conditions necessary to retain or regain eligibility for registration and financial aid. Notice of suspension also includes the right and the process necessary to appeal suspension.

**Appeal Results:** Students are notified in writing of the results of all appeals. Approved appeals include the conditions under which an appeal is approved and the conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for the denial and the process to appeal the denial.

## Part 8. Reinstatement

Students on suspension regain eligibility to register for classes or receive financial aid only through an approved appeal. Students return to good standing only after achieving a minimum cumulative GPA of 2.0 and a minimum cumulative Completion Rate of 67%.

## Part 9. Treatment of Grades and Credits

- Academic Amnesty - is not available.
- Audited Courses - audited (AU) courses are not eligible for financial aid and are not included in any progress calculations.
- Consortium/Joint Program Credits - credits for which financial aid is received under a consortium agreement are included in the financial aid calculation and may be included in academic progress.
- Cumulative Credits - total or overall credits for all periods of enrollment at the College, including summer terms or terms for which the student did not receive financial aid.
- Developmental Credits - credits (courses below 1000 level) are included in all progress calculations. Students may receive financial aid for a maximum of 30 developmental credits. Up to 30 developmental credits are excluded from the Maximum Time Frame calculation.
- Earned or Completed Credits - includes only credits with grades of A, B, C, D, and P. (All other grades, including F, FN, I, NC, W, and Z (in progress, no grade reported) are considered registered/attempted, but not earned).
- ESOL Credits - ESOL credits are included in all progress calculations.
- Incompletes - an I may be assigned only in exceptional circumstances and is a temporary grade. An I is not included in the GPA calculation, but is included in the Completion Rate and Maximum Time Frame calculations.
- Repeat Credits - repeats are allowed to review course material or improve a grade. All courses and grades appear on the transcript. Only the highest grade earned is included in the GPA calculation. Repeated credits are included in the Completion Rate and Maximum Time Frame calculations.
- Registered (also called Attempted) Credits - credits for which a student is officially enrolled at the end of the registration drop period each term.
- Transfer Credits - transfer credits accepted and applied toward the student's degree are not included in the GPA calculation, but are included in the Completion Rate and Maximum Time Frame calculations.
- Withdraw - a W is recorded when a student officially withdraws after the registration drop period, or when an instructor records a last date of attendance (LDA). A withdraw is not included in the GPA calculation, but is included in the Completion Rate and Maximum Time Frame calculations.
- Changes in majors or degrees / Pursuit of a second degree - credits attempted under a previous major or degree are included in all progress calculations.

## Part 10. Definitions

- Academic Plan: Students who successfully appeal suspension are required to follow a specific academic plan during their probation period. At a minimum, the academic plan requires a student to achieve a minimum term 2.50 GPA and minimum term 100% Completion Rate during the probation term.
- Evaluation Period: The evaluation period is at the end of each fall, spring, and summer term.
- Qualitative Measure (GPA Calculation): The required minimum cumulative GPA is 2.00.
- Quantitative Measure (Completion Rate): The required minimum cumulative Completion Rate is 67%.
- Quantitative Measure (Maximum Time Frame): The Maximum Time Frame for financial aid recipients is 150% of the published length of their program of study.
- Warning Status: Students who do not meet progress requirements are placed on warning status. Students on warning are allowed to register and receive financial aid.
- Suspension of Students on Warning Status: Students on warning status who do not meet progress requirements are placed on suspension. Suspended students are not allowed to register or receive financial aid. Suspended students have the right to appeal.
- Probation Status: Students who successfully appeal suspension are placed on probation for one evaluation period.
- Changes in majors or degrees/Pursuit of a second degree – credits attempted under a previous major or degree are included in all progress calculations.

**Date of Adoption:** 7/1/1999

**Date of Implementation (if different from adoption date):**

**Date of Last Review:** 2/24/2016

**Date and Subject of Revisions:**