

Minnesota North College

Satisfactory Academic Progress Policy

Minnesota North College and Minnesota State Policy 2.9 requires that students make **Satisfactory Academic Progress (SAP)** toward a degree, diploma, or certificate to remain in good standing. Additionally, federal and state law requires that a recipient of financial aid make satisfactory academic progress towards a degree, diploma, or certificate to remain eligible for aid. The Satisfactory Progress Standards shall be the same as, or stricter, than the college's academic standards for a student enrolled in the same educational program who is not receiving financial assistance.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. However, the college does provide tutoring, testing, and other related services that may be able to assist the student with improving their academic standing. Advising and counseling staff are available to assist students in developing a course of action to improve their academic standing.

1. **Qualitative Measure:**

All students are required to maintain a 2.0 cumulative grade point average (GPA). Satisfactory Academic Progress (SAP) monitoring begins with the first attempted credit and will be reviewed once the student has attempted six (6) or more credits. Grades of **A, B, C, D, F, FN, and FW** will be included in the GPA calculation.

Cumulative Registered Credits	Minimum Required GPA
0-5	0.00
6+	2.00

2. **Quantitative Measure:**

All students are required to complete a minimum of 67% of their cumulative/attempted-registered credits. Monitoring begins with the first attempted credit and will be reviewed once they have attempted six (6) or more credits. Remedial/Developmental classes are not included in this calculation.

Cumulative Registered Credits	Cumulative Completion Rate
0-5	0%
6+	67%

Courses for which a student receives a letter grade of **A, B, C, D, and P** are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of **I, NC, W, F, FW, FN and Z** will be treated as credits attempted but not successfully completed. Audited courses (**AU**) are not counted.

All attempted credits are counted, including transfer and consortium credits, whether or not financial aid was received, or the course work was successfully completed.

Maximum-Time Frame for Credits (financial aid recipients):

Maximum Time Frame (financial aid recipients)–Students are expected to complete a degree/diploma/certificate within an acceptable period of time. Students may receive financial aid for attempting up to 150% of the required credits needed to complete each individual program. At the end of each semester, Minnesota North College will perform a Satisfactory Academic Progress review and will suspend financial aid eligibility for students who cannot mathematically complete their program of study before attempting 150% of the required credits for that program. Maximum Time Frame calculations apply to all terms of attendance, whether or not you received financial aid during each term. Financial aid recipients pursuing more than one program/major or who have changed their program/major may need to appeal to continue receiving financial aid because of the maximum timeframe restriction. Remedial level

credits (up to 30), as well as transfer credits that do not count toward the student's declared program/major of study will be excluded from the maximum timeframe calculation with an approved appeal.

3. Evaluation Period:

A student's academic progress will be evaluated at the end of every semester – Fall, Spring, and Summer.

4. Failure to Meet Standards:

A. Academic and Financial Aid Warning and Suspension

- 1) **Qualitative Standard or Completion Failure:** If at the end of the evaluation period a student has failed to meet the college's qualitative standard or required completion percentage, the college will allow the student to retain her or his financial aid eligibility under a warning status for one evaluation period.
 - a. **Evaluation:** Following each term of attendance, a student's academic progress related to cumulative GPA and pace of progression (credit completion) will be evaluated. If a student does not meet the minimum cumulative requirements, the student will be placed on Academic and Financial Aid Warning after the first occurrence.
 - b. **Reinstatement of Students on Warning Status:** If at the end of the warning period a student has met the college's cumulative qualitative and quantitative standards, the college shall reinstate the student's eligibility for financial aid.
 - c. **Suspension of Students on Warning Status:** If at the end of the warning period a student who has been on warning status has not met the college's cumulative qualitative or quantitative standards, the college will suspend the student immediately upon completion of the evaluation.
 - d. **Maximum Time-Frame Failure:** If at the end of the evaluation period a student has failed to meet the college's standard for measurement of maximum timeframe, the college shall suspend that student from financial aid eligibility immediately upon completion of the evaluation.
 - e. **Suspension of Students for Extraordinary Circumstances:** The college may immediately suspend financial aid for a student in the event of extraordinary circumstances, such as, a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent semester, or a student who is registered for but does not earn any credits for two consecutive semesters, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid, a student who has previously attended two or more institutions and has not progressed satisfactorily, a student who does not appear to be pursuing a degree/diploma/certificate, etc.

5. Suspension Appeals and Probation:

A. Academic Appeals: available at: www.xxxxxxxxxx.edu

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on specific, unusual, or extenuating circumstances such as: a death in the family, student injury or illness or other specific circumstances as determined by the institution. Appeals are reviewed by the Student Appeals Committee. Second level appeals are reviewed by the designated college administrator. If the appeal is approved, the student will be placed on Academic and/or Financial Aid Probation for one semester and placed on an Academic Success Plan. While on the one semester of probation, the student must meet the requirements and standards outlined by the Student Appeals Committee in an approved Academic Success Plan. If the student fails to meet the conditions of the Academic Success Plan during any semester while attempting to regain overall Satisfactory Academic Progress compliance, the student will immediately be re-suspended academically and/or from financial aid eligibility.

- a. The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress. If it is not possible for the student to regain SAP in the following payment period, the appeal must contain an academic success plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

- b. The appeal must include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress standards at the end of the next evaluation period.
- c. Supporting documentation beyond the written explanation is strongly encouraged.
- d. Appeals for financial aid maximum time frame will be granted only in the case of documented mitigating circumstances as listed above. An Academic Success Plan must be developed with an Academic Advisor/Counselor, which indicates the course work necessary to complete the degree/diploma/certificate. Courses not found on the Academic Success Plan are ineligible for financial aid. If the appeal is denied, the student will be notified in writing via the student e-mail. The decision shall be final.

B. Transfer Students:

Minnesota State Colleges and Universities Procedure 3.4.1 indicates that students who have been placed on academic suspension at one Minnesota State Colleges and Universities institution shall not be eligible for admission at ANY Minnesota State Colleges and Universities institution until they have successfully appealed the suspension status to the new school they wish to attend. If it is determined that a student is on academic suspension status at another Minnesota State Colleges and Universities institution, the following will occur:

- a. **Active Suspension:** When a student is on an active suspension at another Minnesota State Colleges and Universities institution and attempts to enroll at Minnesota North College prior to serving the prior school's required suspension period (if applicable), Minnesota North College will deny admission and registration eligibility until the student has served the prior school's suspension period or until the student successfully appeals the suspension status.
- b. **Inactive Suspension:** Minnesota North College will admit and allow a new student to register for classes if that student had been suspended from another Minnesota State Colleges and Universities institution but served the former school's required suspension period (if applicable). A student in this situation will not be placed on Warning, Suspension, or Probation. Credit transfer completion percentage calculations from prior school earned credits (if applicable) do apply in Satisfactory Academic Progress calculations.

6. Notification:

Students will be notified in writing of academic/financial aid warning, probation, or suspension status. Notification will include the process by which they may appeal.

7. Reinstatement:

Students placed on academic and/or financial aid suspension, will be eligible to re-enroll at Minnesota North College only after a successful appeal.

However, neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility. Students whose financial aid eligibility has been suspended may regain their eligibility only through the College's appeal process or when they are again meeting the College's financial aid satisfactory academic progress grade point average and completion percentage standards.

8. Additional information:

Treatment of Grades:

- a. Courses for which a student receives a letter grade of **A, B, C, D,** and **P** are included in the calculation of cumulative credit completion as courses successfully completed.
- b. Courses for which a student receives a letter grade of **I, NC, W, F, FW, FN,** and **Z** shall be treated as credits attempted but not successfully completed. Audited courses (**AU**) are not counted.

Academic Amnesty/Forgiveness: Credits for which students have been granted academic amnesty/renewal must be recorded and retained in the student data system in such a way that they will be included in both the grade point average and completion percentage measurement of financial aid satisfactory academic progress.

Audited courses: Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurement.

Consortium/Joint Program Credits: Consortium/joint programs allow a student to register for credit at more than one college at the same time. Consortium/joint credits are those credits for which a student is registered at another college which are accepted into the student's current major by Minnesota North College for the purposes of processing financial aid at Minnesota North College. Consortium credits are included in determining grade point averages and completion rate.

Remedial/Developmental Credits: Credits awarded for remedial course work (below 1000 level). Remedial/developmental credits must be included in the GPA and excluded from the completion percentage measurement of satisfactory academic progress. Students may receive financial aid for remedial/developmental credits up to a maximum of 30 semester hours. These credits are excluded from the max-time frame final computation.

Repeated Courses: Students are allowed to repeat a course in order to improve a grade, as allowed by the college. The college will use the highest grade in calculating the grade point average. All repeated credits are included in the percent of completion and maximum time frame calculations. When repeating a course, students may receive financial aid for up to one repeat of a previously passed course. Students may also receive aid more than once when repeating a course where the previous grade earned was **NC, F, FN, FW** or **W**. In addition, a student may also repeat and receive financial aid for a course where a passing grade was earned, but the grade was lower than what is considered acceptable in a particular curriculum/major.

Transfer Credits: These are credits earned at another college, which are accepted by Minnesota North College and are applicable to the student's program requirements. Transfer credits are included as credits attempted and completed for calculation of cumulative completion percentage. They are not included when calculating your cumulative GPA, but are included as pace of progression in maximum time frame for the purposes of financial aid.

Withdrawals: Credits for which a grade of **W** is received are considered attempted credits but not successfully completed credits for the purposes of monitoring satisfactory academic progress. Thus, a **W** does not impact GPA, but does negatively impact the cumulative completion percentage.

Incompletes: An **I** and **IP** grade is a temporary grade assigned to you by an instructor if you cannot complete coursework on schedule because of illness or other circumstance beyond your control. The **I** grade is treated as "unearned" attempted credit when evaluating pace of progression (credit completion rate) but does not impact GPA. An **I** grade will automatically become an **F** grade at the end of the next term (not including summer), **IP** will automatically become an **F** grade after an agreed upon period of time, if requirements of course completion have not been satisfactorily met. GPA is then negatively affected. Grade changes from **I** or **IP** to a passing grade will impact GPA and pace of progress (credit completion) percentage.