



**Policy Series #: 2000 – Students
Policy Manager: Gary Schindler
Satisfactory Academic Progress Policy**

PURPOSE: The purpose of this policy is to denote the standards for assessing academic progress and the various student status that will apply if students fail to meet standards.

APPLICABILITY: Satisfactory Academic Progress Standards

Introduction

Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma or certificate. Additionally, federal regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for aid. In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The registrar's office is responsible for implementing and monitoring the satisfactory academic policy.

Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with an advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

Qualitative Measure (Grade Point Average - GPA)

- All students are required to maintain a minimum cumulative GPA of 2.00

Quantitative Measure (Completion Percentage)

- All students are required to successfully complete and maintain a minimum cumulative completion rate of 67%.
- Maximum Time Frame - All students are expected to complete their program of study within with 150% of the prescribed credits.

Evaluation Period

Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester; fall, spring and summer. Any non-standard session courses shall be evaluated during the semester in which they are transcribed.

Failure to Meet Standards (Warning and Suspension)

Warning Status: If at the end of the semester, a student has not met either the required cumulative GPA standard or required cumulative completion percentage standard, the student shall be allowed to enroll and retain their financial aid eligibility under **warning**

status for one semester. Students on warning status are encouraged to meet with an advisor or counselor and complete an Academic Plan at the beginning of the warning term of enrollment.

Reinstatement of Students on Warning Status: If at the end of the warning period a student who has been on warning status has met both the institution's cumulative GPA and cumulative completion percentage status, the College will end the student's warning status.

Suspension for Students on Warning Status: A student on warning status who fails to meet the required cumulative GPA and/or cumulative completion percentage, shall be placed on suspension.

Suspension of Financial Aid

Maximum Time-Frame Failure: If a student has failed to complete their program of study within 150% of the prescribed credits, the student shall have their financial aid eligibility suspended.

Suspension for Extraordinary Circumstances: The College may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances which may include but are not limited to the following:

- students who register for courses, receive financial aid, and who do not attend classes;
- students whose attendance patterns appear to abuse the receipt of financial aid.

Appeals and Probation

Probationary Status:

A student who has successfully appealed shall be placed on probation for one semester. If at the end of the next semester, a student on probation status;

1. Has met the institution's cumulative GPA and cumulative completion percentage standards, the student shall return to good standing.
2. Has not met the institution's cumulative GPA and cumulative completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain probationary status for a subsequent evaluation period.
3. Has not met the institution's cumulative GPA and cumulative completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be suspended immediately upon completion of the evaluation.

Treatment of Grades

Audited Courses: Audited courses (AU) are not funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

Completed Credits: Credits that include A, B, C, D, F, FW (unofficial withdraw), and P. They do not include FN (failure for non-attendance), I (incomplete), W (withdraw), AU (audit), NC (no credit), Z (grade not yet entered), or drops (classes dropped during the drop/add period). Completed credits may qualify for retroactive payment of financial aid.

Consortium Credits: Credits for which a student is registered at another college which are accepted by Riverland for the purposes of processing financial aid are to be included for purposes of calculating satisfactory academic progress (cumulative GPA, completion percentage, and maximum time-frame calculations).

Credits Attempted But Not Successfully Completed: Credits for which a student receives a letter grade of I, NC, W, FN, FW, F, and Z shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

Earned Credits: Successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P (pass).

Academic Forgiveness: Credits for which students have been granted academic forgiveness shall be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress.

Grade Point Average (GPA): GPA is the quotient of the student's grade point total divided by the grade point credits. "P" does not carry a grade point value and as such is not calculated in the GPA. A "P" will neither raise nor lower a student's GPA. However, "P" counts toward registered and completed credits.

Grade Points: A letter grade is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only grades of A, B, C, D, FW, and F carry grade point value and shall be included in the GPA calculation.

Grade Point Total: The sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Incompletes: Students must request of the instructor that they be assigned a grade of incomplete (I). A grade of "I" may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond their control. An incomplete grade will automatically become an "F" grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date.

Remedial/Developmental Courses: Credits awarded for remedial or developmental course work (below 100 level) shall be included in the qualitative and quantitative percentage measurement of satisfactory academic progress. Students may receive financial aid for these credits up to a maximum of 30 semester credit hours. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation.

Repeated Courses: In order to successfully complete a course as defined by program requirements, a student may repeat a course no more than two (2) times. Repeating a course will not remove previous attempts from the student's transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress and are taken into consideration when calculating maximum time frame. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course. In order for repeated courses to be calculated into a student's GPA, a passing grade must be earned. Repeating a course will not remove previously posted Satisfactory Academic Progress notations on the student's transcript.

Successfully Completed Credits: Credits for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative completion percentage of credits successfully completed.

Transfer Credits: Transfer credits are credits earned at another college which are accepted by Riverland. Transfer credits accepted by Riverland and applied to the student's program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student's current degree, diploma, or certificate.

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

DEFINITIONS: *(if needed)*

DOES THIS POLICY HAVE A PROCEDURE? Yes

Appeal for Reenrollment

Any student who has been suspended from enrollment and/or financial aid due to failure to make satisfactory academic progress may appeal based on documented unusual or extenuating circumstances which may include but is not limited to death of a relative, illness, hospitalization, or injury of the student. The student must complete an Academic Plan Form and meet with a counselor. The student shall submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester.

An appeal may be approved only if the College:

1. Has determined that the student has documented unusual or extenuating circumstances and should be able to meet SAP standards at the end of the next evaluation period; or
2. Develops an academic plan that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time. If the academic plan includes term standards of GPA and percent of completion, they shall be higher than the institution's cumulative standards.

The academic plan may include but is not limited to the following:

- a restriction on the number of credits;
- a requirement that certain courses be taken;
- a requirement regarding class attendance;
- a requirement that scheduled meetings occur with a counselor or advisor to review student progress.

The College staff will notify the student of the outcome of their appeal. Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete. Notification of denied appeals shall describe the reason(s) for the denial and the institution's process for appealing that denial.

Appeal for Reinstatement of Financial Aid

Any student who has been suspended from financial aid may appeal their ability to receive financial aid directly to the Financial Aid Director by using the Appeal/Petition for Reinstatement of Financial Aid Form. The student must accurately complete and submit the form with supporting documentation and an Academic Improvement Plan, if necessary, to the college. The college will log the appeal and submit to the Financial Aid Director for review. The Financial Aid Director will notify the student of the outcome in writing. Neither paying for his or her 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 this appeal process or when they are again meeting the institution's financial aid satisfactory academic progress GPA and completion percentage standards.

Appeals will be granted in situations that demonstrate unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. It is required that students attach appropriate supportive documentation, such as doctor's statements to their form.

The student shall submit, as part of the appeal, information as requested regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester.

An appeal may be approved only if the Financial Aid Director:

1. Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
2. Reviews the Academic Improvement Plan that was developed with an advisor or counselor, and if followed, ensures that the student is able to meet SAP standards by a specific point in time. If the academic plan includes term standards of GPA and percent of completion, they shall be higher than the institution's cumulative standards.

Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period. Notification of denied appeals shall describe the reason(s) for the denial and the institution's process for appealing that denial.

A student who files an appeal with the Financial Aid Director requesting to have financial aid reinstated and is denied, may appeal the financial aid decision by using the college Appeal/Petition for Reinstatement of Financial Aid Form within ten days of receiving the financial aid director's decision. The student must complete the Appeal/Petition for Reinstatement of Financial Aid Form accurately and submit the form and any additional required documentation to the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs will notify the student of the outcome in writing. The decision of the Vice President of Academic and Student Affairs is final and binding.

Appeal/Petition for Maximum Timeframe

Students who have reached the maximum timeframe for financial aid and who have only a few courses left to complete his/her degree, diploma, or certificate may petition to have the suspension lifted for ONLY the courses needed to finish. To file an appeal for maximum timeframe suspension, a student must meet with a counselor to discuss an academic plan for completion. The academic plan outlines the courses needed for completion and a completion date. Students must submit a copy of the academic plan along with the Appeal/Petition for Reinstatement of Financial Aid form and any other supporting documentation to the financial aid office for review. If approved, the student's financial aid will cover only the courses related to completion of the degree, diploma, or certificate. Financial aid appeals submitted without required documentation will be denied.

Notification of Status

The College shall notify a student in writing any time the student is placed in a warning, suspension or probation status.

1. Notification of warning - Riverland shall notify a student in writing any time the student is placed in a warning status, and shall inform the student of the conditions of that warning status.
2. Notification of suspension - Riverland shall notify a student in writing any time a student is placed in a suspension status, and shall inform the student of their right to appeal the suspension.
3. Notification of probation - Riverland shall notify a student in writing any time a student is placed in a probationary status, and shall include the standards the student is expected to meet or the academic plan the student is expected to complete at the end of the next evaluation period.

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: MnSCU Board Policy 2.9

Date of Initial Review by President's Cabinet: 12/11/2014

AASC Review (if applicable):

FSGC Review (if applicable): 12/17/2014

Date of Final Approval / Policy Adoption: 3/12/2015

Date & Subject of Revisions: