

Inver Hills Community College Policies

Policy Name: Satisfactory Academic Progress	Policy Number: 2.9
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Authority: U.S. Department of Education Regulations (Public Law 94-482) & MnSCU Board of Trustees Policy 2.9	Effective Date: December 1, 2011
Last Review Date: December 5, 2011	Next Review Date: Fall Semester 2016
Groups Affected: All	
Distribution Plan (identify audience/publications): All email to campus faculty and staff. All email to students. College catalog. College website. Policy and procedure review website.	

Satisfactory Academic Progress

Part 1. Introduction

In accordance with the U.S. Department of Education Regulations (Public Law 94-482) and MnSCU Board Policy and Procedure 2.9 and 2.9.1, Inver Hills Community College has established the minimum standards of progress towards a degree or certificate to attend the College and remain eligible for financial aid. The standards defined below are cumulative and include all periods of enrollment, whether or not a student received financial aid. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Counseling, tutoring, mentoring, special programs and outside referrals are all available. The policy will be disseminated to students via the website, college catalog, and student orientation/enrollment management events.

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

All students are required to maintain the minimum cumulative grade point average (GPA) of 2.00. A student is not making satisfactory academic progress whenever his/her GPA is below a 2.00. Grades of A, B, C, D, F and FN will be included in calculating a student's GPA. A student must have a cumulative GPA of at least 2.00 to retain eligibility.

Part 3: Quantitative Measure of Progress (Completion Percentage and Maximum Time Frame):

Completion Percentage: All students are required to earn a minimum of 67% of cumulative registered/attempted credits. Grades of F, FN, I, NC, W, Z and IP (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the % of completion.

Formula: % earned = cumulative earned credits divided by cumulative registered credits

Maximum Timeframe: The U.S. Department of Education and the Minnesota Office of Higher Education expect all students to complete their degree or certificate program within an acceptable period of time. Financial aid recipients at Inver Hills may continue to receive aid until they have received their degree/certificate or until they have attempted 150 percent of the credits needed to complete their degree/certificate. For example, a student pursuing an A.A. degree could receive financial aid for a maximum of 90 credits. Developmental credits (up to 30 credits) are not included in the maximum timeframe calculation. All other credits are included in the calculation. Maximum timeframe is not appealable, all decisions are final.

Part 4: Evaluation period — Review of Progress

At the end of each term, including summer, Inver Hills Community College will review satisfactory academic progress. All students with registered credits during a term will be evaluated at the end of that term.

Part 5: Failure to meet standards

Warning

- If at the end of the evaluation period a student has not met either an institution's GPA or completion percentage standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid. No appeal is necessary for this status.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

Suspension of Student on Warning Status

- If at the end of the warning period a student who has been on warning status has not met both the institution's cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid. See Part 6. of the policy for the appeal process.

Suspension of Student Not on Warning Status

- Suspension for Exceeding the Maximum Time-Frame. If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility. Max time frame is not appealable, all decisions are final.
- Suspension for Inability to Meet Program Requirements within the Maximum Time Frame. If at the end of the evaluation period the institution determines that it is not possible for a student to raise his or her GPA or pace of course completion percentage to meet the institutions' standards before the student would reach the end of the program for which he or she is receiving financial aid, the institution shall suspend the student from financial aid eligibility immediately.
- Suspension for Extraordinary Circumstances. Institutions may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid. Students from other institutions will be held to the same acceptable standards and may be placed on immediate suspension and be ineligible to enroll in classes and/or receive financial aid

Part 6: Appeals and Probation

Appeals

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by Inver Hills Community College.

- Appeals must be submitted in writing on a form available from the College.
- 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.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is required.
- Initial consideration of appeals will be undertaken by the Director of Financial Aid, Director of Enrollment Services or designee. If denied, it may be resubmitted for consideration by an Appeal Committee. The decision of the Appeal Committee is final and cannot be appealed.
- Appeals that are approved 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.

- All academic success plans put in place for GPA deficiency will require a minimum term GPA of 2.50 during any probationary term. All academic success plans put in place for % completion deficiency, will require a term completion percentage of 75% during any probationary term.

Probationary Status

A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on financial aid probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic success plan (2.50 term GPA and/or 75% term completion rate, depending upon the deficiency), the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic success plan, the student shall be re-suspended immediately upon completion of the evaluation

Part 7: Notification of Status and Appeal Results

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

Appeal Result Notification: Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Decisions of the appeal committee are final. Denied committee appeals are not appealable.

Part 8: Reinstatement, regaining eligibility

Students who have been placed on probation will have his/her academic good standing reinstated upon meeting or exceeding the minimum cumulative GPA and credit/completion standard. A suspended student may have his/her eligibility to enroll and receive financial aid reinstated only after an appeal has been approved. Neither paying for his or her own classes, nor sitting out a period of time is sufficient in and of itself to reestablish enrollment and/or financial aid eligibility.

Part 9: Treatment of Grades and Credits

Registered (Attempted) Credits: The total number of credits for which a student is officially enrolled in at the end of the registration drop period each term.

Cumulative Registered Credits: Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.

Earned Credits: Earned credits include letter grades of A, B, C, D, S and P. They are successfully completed credits that count towards the required percentage of completion (67%) as defined by the quantitative measure.

Attempted, NOT earned: Letter grades of F, FN, I, NC, W, Z and IP (or a blank/missing) will be treated as credits attempted but NOT successfully completed (earned). Audited courses (AU) are not eligible to receive financial aid and are not calculated for satisfactory progress.

Academic Amnesty: Academic amnesty (the forgiveness of prior grades) cannot be considered in determining financial aid eligibility. Inver Hills does have an Academic Renewal policy and this may be used in determining enrollment eligibility.

Consortium Credits: Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all financial aid satisfactory academic progress measurements.

Developmental Credits: These credits are included in the qualitative and quantitative standards of this policy. Up to 30 developmental credits shall be excluded from the maximum timeframe standard.

Incompletes: The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.

Repeated Credits: Students may repeat a course for the purpose of achieving a higher grade or to review course material. Repeat courses shall be included in the earned completion percentage and maximum time frame calculations. With the exception of those courses designated as repeatable, only the most recent grade of a repeated course shall be used in the GPA and credit completion calculation. Students shall not be permitted to receive financial aid for more than one repetition of a previously passed (A, B, C, D, pass) course unless the course was designed to be repeated.

Transfer Credits: Transfer credits are credits earned at another college which are accepted by Inver Hills Community College. Transfer credits that are accepted by Inver Hills and are applicable to the student's program of study shall be counted as credits attempted and completed for the calculation of completion percentage and maximum timeframe. Grades associated with accepted transfer credits are not included in calculating a student's GPA.

Withdrawals: Grades of W are considered in the quantitative component of the policy as attempted but not completed. A grade of W will impact completion rate but not the GPA standard. This policy is subject to change.

Part 10. Definitions

Evaluation Period: At the end of each term, including summer, Inver Hills Community College will review satisfactory academic progress. All students with registered credits during a term will be evaluated at the end of that term.

Warning Status: Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution's grade point average standard, or completion percentage standard, or both.

- If at the end of the warning period a student who has been on warning status has met both the institution's cumulative grade point average and completion percentage standards, the warning status is ended and the student is returned to good academic standing.
- If at the end of the warning period a student who has been on warning status has not met either the institution's cumulative grade point average or completion percentage standards, the institution shall suspend the student.

Academic Success Plan: A student who successfully appeals for reinstatement will be required by Inver Hills to complete, during their probationary period, specific requirements contained in an academic success plan developed for that student by Inver Hills. At a minimum the academic success plan will require a student to achieve a 2.50 GPA during their probationary term and/or a 75% completion rate during their probationary term, depending upon the deficiency.

Probationary Status: A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on financial aid probation status:

- Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic success plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic success plan, the student shall be re-suspended immediately upon completion of the evaluation

Suspension Status: A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's satisfactory academic progress cumulative grade point average and completion percentage standards.

Action	Date
Academic Council Review Period (if applicable)	Thursday, October 13, 2011
Campus Community Review Period	Monday, October 10 – Monday, October 31, 2011
Student Senate Final Review	Wednesday, November 30, 2011
Shared Governance Final Review	N/A
Management Team Approval	Monday, December 5, 2011
Communication to Campus Community	Tuesday, December 13, 2011