



## **Procedure – Academic Standing and Financial Aid Satisfactory Academic Progress 2.9.1**

### **Part 1. Qualitative Measure of Progress**

**Grade Point Average.** All students are required to maintain the minimum cumulative GPA of 2.0. All credits are included in the calculations. Evaluation for determining satisfactory academic progress, however, does not begin until after the student has attempted his/her 5<sup>th</sup> credit, unless this would prevent a student from meeting the standards by the time of her or his completion of the program. Grades of A, B, C, D, F and FN will be included in the GPA calculation.

### **Part 2. Quantitative Measure of Progress**

**Subpart A. Required Completion Percentage.** All students are required to complete a minimum of 67% of cumulative registered credits. All credits are included in the calculations. Evaluation for determining satisfactory academic progress, however, does not begin until after the student has attempted his/her 5<sup>th</sup> credit, unless this would prevent a student from meeting the standards by the time of her or his completion of the program.

At the end of each semester, the college shall compare the number of credits the student successfully completed to the number of credits the student attempted to determine whether the student is progressing at a rate that will allow completion of the program within the maximum time frame. 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, IP, NC, W, F and FN will be treated as credits attempted but not successfully completed. Blank (Z) grades will be treated as credits attempted but not successfully completed. Audited courses (V) are not counted into the calculation.

**Subpart B. Financial Aid Recipients Maximum Time Frame for Program Completion.** All students are expected to complete their program within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published credit length of their program. For example, the maximum timeframe for a 60 credit program is 90 attempted credits. Up to 30 attempted credits of developmental and ESL courses are exempt from a student's 150% completion rate.

This maximum timeframe pertains to any student seeking financial aid eligibility regardless as to whether the student received financial aid for attempted credits in the past.

Students who have only one active program at LSC will lose their eligibility for financial aid when the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of their active program. Withdrawals are considered attempted credits.

Students with more than one active program will lose their eligibility for financial aid when the total number of attempted credits in combination with accepted transfer credits is equal to or more than 150% of the credit length of the program they are actively pursuing. A student is allowed a maximum of three active programs.

Each semester the college will project a student's ability to meet academic standards prior to the end of his or her program. If it is projected that the student cannot meet academic standards within 150% of the credits required to graduate, or the student cannot earn a cumulative grade point average of 2.0, he or she will be immediately suspended from financial aid eligibility.

### **Part 3. Evaluation Period**

All students with registered credits during a semester will be evaluated against the satisfactory academic progress standards at the end of the semester. Programs less than one year in length shall be evaluated at the midpoint of the program. Minimum satisfactory progress requirements must be met after the completion of the 5<sup>th</sup> attempted credit. All credits attempted are included in the cumulative calculation.

Non-standard classes shall be evaluated with the term or evaluation period in which they are transcribed.

### **Part 4. Failure to Meet Standards**

#### **Subpart A. Financial Aid and Academic Warning.**

- 1. Warning status.** If at the end of the evaluation period a student has not met either the institution's grade point average standard or required completion percentage standard, the institution shall allow that student to remain enrolled and retain his/her financial aid eligibility under a warning status for one evaluation period,
- 2. 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 grade point average and completion percentage status, the institution shall end the student's warning status.

**Subpart B. Financial aid and academic 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 both the institution's cumulative grade point average and completion percentage standards, the institution shall suspend the student immediately upon completion of the evaluation.

#### **Subpart C. Financial aid suspension of students for other reasons.**

- 1. Suspension for maximum time frame failure.** 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 institution shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.
- 2. Suspension for extraordinary circumstances.** Students may immediately be suspended 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 who have been placed on suspension status at one MnSCU institution shall not be eligible for financial aid at any MnSCU institution until they have successfully appealed to have that suspension status removed.

- 1. Suspension for inability to meet program requirements within the maximum time frame.** If at the end of any evaluation period the institution determines that it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's 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 upon completion of the evaluation.

## **Part 5. Appeals and Probation.**

**Subpart A. Probation** A student who fails to make satisfactory academic progress and is suspended has the right to appeal for enrollment eligibility. Academic reinstatement (approval to enroll) is determined separately from reinstatement of financial aid eligibility.

The student must file an “Academic Suspension Appeal” to request to return and may not re-enroll without an approved appeal. First time suspendees are required to sit out one term prior to re-entry on an approved appeal.

<b>Suspended at end of:</b>	<b>Earliest Semester to Return on approved appeal:</b>
Fall Semester	Summer following suspension
Spring Semester	Fall following suspension
Summer Semester	Spring following suspension

For a second or subsequent suspension, the student may not appeal to be reinstated for one calendar year and may not re-enroll without an approved appeal.

All students who are granted an appeal of academic and/or financial aid suspension will enter on probationary status and must comply with any specific conditions established by the counselor or LSC policy. Students must also meet the standards listed during the probationary period. Failure to do so will result in immediate suspension.

**Subpart B. Appeals** will be considered in cases where the student can demonstrate/document that the circumstances that led to his/her suspension no longer exist or impact the student. The process for appealing for academic reinstatement is as follows:

1. All students must submit a written appeal that includes an explanation why the student failed to make satisfactory academic progress and what has changed in the student's situation to allow the

- student to demonstrate satisfactory progress at the end of the next evaluation period.
2. Appeals must also meet one of the criteria listed below:

**A. Extenuating circumstances beyond the students control and supporting documentation as defined.**

EXTENUATING CIRCUMSTANCE

Chronic ongoing medical condition or illness that prevented attendance for two or more weeks

Unexpected military activation

Death of parent, spouse, sibling, child or dependent adult

Legal circumstances beyond control – does not include incarceration

DOCUMENTATION EXAMPLE

Signed letter from physician on letterhead with dates that coincide with enrollment period, accident/hospital report.

Deployment orders with dates coinciding with enrollment period.

Death certificate. For dependent adult you must also provide proof that either yourself or the deceased were a primary caretaker of the other.

Police report, order of protection

**Subpart C. Appeals.** An institution shall notify a student in writing of the results of all appeals.

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

**Subpart D. 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 probation status

1. Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
2. Has not met the institution's cumulative grade point average and completion percentage standards but has earned a 2.5 or better and completed 100% of semester credits and met the conditions specified in his/her academic plan, the student shall retain his/her eligibility under a probationary status for a subsequent evaluation period.
3. 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 plan, the student shall be re-suspended immediately upon completion of the evaluation.

**Subpart E: Requests for reconsideration of appeals for academic or financial aid reinstatement**

Students whose academic reinstatement appeals are denied may submit a request for reconsideration to the Vice President of Academic Affairs within 10 calendar days of the appeal decision or prior to the first

day of the term, whichever comes first. Requests for reconsideration of financial aid reinstatement to the Vice President of Finance and Administration within the aforementioned timelines. In either case, the decision of the Vice President is final and binding. These requests must include a copy of the initially denied suspension appeal and must include additional documentation not provided in the initial appeal.

## **Part 6. Notification**

The college will notify the student via his/her student email account any time the student is placed in a warning status, or suspended from the institution. Notification of warning status will include the conditions of the warning status. Notification of suspension will include the process by which a student may appeal for reinstatement.

An institution 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 in order to remain enrolled and/or retain financial aid eligibility at the end of the next evaluation period.

## **Part 7. Reinstatement (Exceptions to the appeal process)**

Students who have been suspended may regain their eligibility only through the college's appeal process or when they are again meeting the college's cumulative academic progress qualitative and quantitative standards. Neither paying for one's own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility. Exceptions to this rule are as listed:

1. The Director of Workforce and Community Development has the discretion to authorize an exemption to allow a student to enroll in courses *required by his/her employer and* offered through the division of Workforce and Community Development.
2. Suspended students who have not attended college for five years or more following a suspension may re-enroll at their own cost. Financial aid will not be granted without a successful financial aid appeal.
3. If a student on warning fails to meet the cumulative measures at the end of their warning period but achieves a 2.5 and 100% completion for that term, the stop out period will be waived and the student may appeal.

## **Part 8. Additional elements.**

### **Subpart A. Treatment of grades**

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, IP, NC, W, F and FN will be treated as credits attempted but not successfully completed. Blank (Z) grades will be treated as credits attempted but not successfully completed. Audited courses (V) are not counted into the calculation.

**Subpart B. Fresh Start.** Credits for which students have been granted academic amnesty (Fresh Start 3.4.8) will 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.

**Subpart C. Audited Courses.** Audited courses will not be funded by financial aid and are not included

in any satisfactory academic progress measurements.

**Subpart D. Consortium Credits.** Credits for which financial aid is received under a consortium agreement will be recorded in the student data system to be included in cumulative GPA, completion percentage, and maximum time-frame calculations.

**Subpart E. Remedial/Developmental and ESL Credits.** Remedial/developmental and ESL credits are included in the qualitative and completion percentage measurement of satisfactory academic progress. Up to 30 attempted credits of developmental and ESL courses are exempt from a student's financial aid 150% completion rate.

**Subpart F. Repeated Courses.** Repeated credits will be calculated into completion percentage for satisfactory academic progress and may be financial aid eligible. The higher grade will be used to calculate cumulative GPA. A student may repeat a course up to two times, academically and once for financial aid eligibility.

**Subpart G. Transfer Credits.** Transfer credits accepted by Lake Superior College 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 accepted by the college and applied toward a student's general education, program, or degree requirements will apply toward the maximum timeframe calculation.

**Subpart H. Withdrawals and Incompletes.** Credits for which a grade of "W" or "I" is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. Thus, a "W" or an "I" does not impact GPA but does negatively impact the cumulative completion percentage.

## **Appendix A: Order of Required Elements and Definitions**

### **Required Elements**

1. Qualitative Measure
2. A. Undergraduate Students  
B. Graduate Students
3. Quantitative Measure  
A. Required Completion Percentage  
B. Maximum Time Frame
4. Evaluation Period
5. Failure to Meet Standards  
A. Financial Aid Warning
  1. Warning status
  2. Reinstatement of students on warning status  
  - B. Financial Aid Suspension of Students on Warning Status
  - C. Financial Aid Suspension of Students for Other Reasons

3. Suspension for maximum timeframe failure
4. Suspension for extraordinary circumstances
5. Suspension for inability to meet program requirements within the maximum timeframe
6. Appeals and Probation
  - A. Appeals
  - B. Probationary Status
7. Notification of Status and Appeal Results
  - A. Status
    1. Notification of warning
    2. Notification of suspension
    3. Notification of probation
  - B. Appeals
8. Reinstatement
9. Treatment of Grades and Credits

- Treatment of Grades
- B. Academic Amnesty
  - C. Audited Courses
  - D. Consortium Credits
  - E. Remedial Credits
  - F. Repeated Courses
  - G. Transfer Credits
  - H. Withdraws

**Definitions:**

**Academic Plan** - a student who successfully appeals for reinstatement of financial aid eligibility may be required by an institution to complete, during a probationary period, specific requirements contained in an academic plan developed for that student by the institution.

**Evaluation Period** - Institutions shall measure Satisfactory Academic Progress at the end of each academic term or at the mid-point of programs less than one year in length.

**Financial Aid Suspension of Students on Warning Status** - A student on financial aid suspension status is not eligible to receive financial aid. Students whose financial aid eligibility has been suspended may regain his or her eligibility only through the institution's appeal process or when they are again meeting the institution's financial aid satisfactory academic progress cumulative grade point average and completion percentage standards.

**Maximum Time Frame** - the maximum number of cumulative attempted credits within which a student must complete his or her academic program.

**Probation Status** - a status under which a student who has successfully appealed a suspension shall regain his or her financial aid eligibility for one evaluation period, after which he or she must either have met the institution's cumulative GPA and Completion Percentage standards, or have successfully

completed the requirements of an academic plan developed for that student by the institution.

**Qualitative Measure** - the Grade Point Average (GPA) a student must maintain in order to retain financial aid eligibility.

**Quantitative Measure** - the "Pace" at which a student must progress through his or her program in order to retain financial aid eligibility.

**Required Completion Percentage** - the percentage of cumulative attempted credits that a student must successfully complete in order to retain financial aid eligibility.

**Warning Status** - a status under which a student shall continue to retain her or his financial aid eligibility for one-evaluation period despite a determination that she or he has not met either an institution's grade point average standards, or completion percentage standard or both.

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Signature of College President

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