

Satisfactory Academic Progress Policy

(Effective spring semester 2012)

Mesabi Range Community and Technical College requires that students make **Satisfactory Academic Progress (SAP)** toward a degree 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 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. Students are encouraged to keep a file of their grades and transcripts, and seek assistance.

Requirements:

1. Qualitative Measure:

Students are expected to meet the minimum cumulative GPA levels on the chart below. Grades of **A, B, C, D,** and **F** will be included in the GPA calculation.

<u>Cumulative Registered Credits</u>	<u>Minimum Required GPA</u>
0-5	0.00
6+	2.00

2. Quantitative Measure:

All students who have attempted more than five credits are required to maintain a minimum of 67% of all cumulative registered credits, including remedial non-credit courses as indicated in the chart below:

<u>Cumulative Registered Credits</u>	<u>Cumulative Completion Rate</u>
0-5	0%
6+	67%

Courses for which a student receives a letter grade of **A, B, C, D, F,** 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 **F, NC, W,** and **I** 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 (**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.

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

All students are expected to complete their degree/certificate within an acceptable period of time. The maximum-time frame of credits for financial aid recipients is 150% of the published credit length of the program. Non-credit remedial courses, ESL, and transfer credits will count toward the maximum-time frame completion.

As an example, the Associate of Arts Degree requires the completion of 60 credits. Maximum-time frame for financial aid purposes allows the student to take 90 credits (150%). At that point, the student would be placed on maximum-time frame suspension, and not be allowed further financial aid unless there were mitigating circumstances or the student has chosen to change programs or pursue a second degree, diploma, or certificate.

For the purposes of calculating maximum-time frame, 30 credits of developmental education credits are excluded from the calculation.

4. Evaluation Period:

A student's academic progress will be evaluated at the end of every semester (fall, spring, and summer).

5. **Failure to Meet Standards:**

A. **Academic Warning and Suspension**

- 1) Any student who fails to meet minimum satisfactory academic progress requirements for a semester will be placed on warning status, commencing immediately.
- 2) A student on warning who fails to meet the minimum satisfactory academic progress requirements for a consecutive semester will be placed on suspension, one year in duration, commencing immediately.

B. **Financial Aid Warning and Suspension:**

- 1) **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 time-frame, the institution shall suspend that student from financial aid eligibility immediately upon completion of the evaluation.
- 2) **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. **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.
 - b. **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; **UNLESS:**

C. **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, etc.

6. **Notification:**

Students will be notified in writing as to their warning, suspension, or probation status. Such notification shall include the process by which the student may appeal.

7. **Appeals:**

A. **Academic Appeals:** available at www.mesabirange.edu

A student who fails to make satisfactory academic progress and is suspended from either enrollment and/or financial aid has the right to appeal based on unusual or extenuating circumstances, with documentation. These could include but are not limited to: death in the family, student's injury or illness, changes in the curriculum, etc. The appeal must be submitted in writing on a form available on our web site or in the Records Office. Appeals are reviewed by an Appeals Committee and the Dean of Student Services. If an academic appeal is approved, you will be placed on academic probation and must meet the academic successes plan set by the committee. Failure to meet these standards will result in immediate suspension.

B. **Financial Aid Appeals:** available at www.mesabirange.edu

A student who fails to make satisfactory academic progress and is suspended from financial aid has the right to appeal based on unusual or extenuating circumstances. These could include but are not limited to: death in the family, student's injury or illness, changes in the curriculum, etc. The appeal should also include supporting documentation beyond the written explanation (e.g., a physician's statement, etc.). The appeal must be submitted in writing on a form available on our web site or in the Financial Aid Office. Appeals are reviewed by an Appeals Committee and the Director of Financial Aid. If an appeal is approved, you will be placed on academic probation and must meet the academic success plan set by the committee. Failure to meet these standards will result in immediate suspension.

Maximum time frame petitions require a separate form that can be obtained on our web site or from the Financial Aid Office. Appeals for financial aid maximum time frame will be granted only in the case of documented mitigating circumstances as listed above. An academic plan must be developed with an Academic Advisor, which indicates the course work necessary to complete the degree/certificate. The Academic Plan will be monitored each term to ensure that the student is adhering to the Plan. Courses not found on the Academic Plan are ineligible for financial aid. If the appeal is denied, the student will be notified in writing. The decision of the Committee shall be final.

8. Reinstatement:

If you are placed on academic suspension, you will be eligible to re-enroll in the college after an absence of one calendar year without appeal. If you re-enroll under this condition, you will return to Mesabi Range on a probationary status. However, you are not eligible for financial aid until you have met “Satisfactory Academic Progress” standards **OR** have an approved financial aid appeal. Neither paying for your own classes nor sitting out a period of time is sufficient to re-establish a student’s financial aid eligibility.

If at the end of the probationary period, the student who has been on probationary status has met the institution’s qualitative and quantitative standards for all courses in which he/she was enrolled during the probationary period (maintenance of a 2.5 Grade Point Average (**GPA**) and 75% completion of all courses registered for the term) but has not met Mesabi Range Community and Technical College’s cumulative standards, he or she may be permitted to retain his or her financial aid eligibility under a “*continued probation*” status, until such time as:

- a. The student has met the college’s qualitative and quantitative standards, at which time the student’s financial aid eligibility will be reinstated, **or**
- b. The student fails to meet the college’s qualitative or quantitative standards for the courses that the student is enrolled in during the probationary period. At such time the college will suspend the student from financial aid eligibility immediately upon completion of the review, **or**
- c. The college determines that it is not possible for a student to raise his or her GPA or course completion percentage to meet the college’s qualitative or quantitative college’s standards before the student would reach the end of the program for which he or she is receiving financial aid. The college will suspend the student from financial aid eligibility immediately upon completion of the evaluation period.

9. Additional information:

A. **Treatment of Grades:**

- a. A letter 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 the grades of **A, B, C, D**, and carry grade point value.
- b. Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.
- c. **Grade Point Average (GPA)** is the quotient of the student’s grade point total divided by the grade point credits. Each grade report shows the student’s **GPA** since admission.
- d. Completed credits include **A, B, C, D, P, F**, and **FN** are used in the calculation of the Grade Point Average. They do not include “**I**” (incomplete), “**W**” (withdraw), “**V**” (visitor/audited), “**NC**” (no credit) or drops (classes dropped during the first five days of the term generally called the drop/add period). Completed credits may qualify for retroactive payment of financial aid.
- e. Courses for which a student receives a letter grade of “**I**”, “**NC**”, “**W**”, “**F**”, and “**FN**”, shall be treated as credits attempted but not successfully completed. Blank (“**Z**”) grades shall be treated as credits attempted but not successfully completed. Audited courses (“**AU**”) are not counted.

B. Academic Amnesty/Forgiveness: The College may grant Academic Amnesty/Forgiveness to students who previously attended the College more than five years from the current start date. Students must petition to receive Academic Amnesty/Forgiveness. While this policy applies to the academic concerns, the student’s previous GPA and completion rate will continue to apply for the purposes of financial aid. Accordingly, students granted Academic

Amnesty/Forgiveness will be required to meet the current standards of GPA and completion rate during subsequent terms of enrollment.

- C. **Audited course:** Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurement.
- D. **Consortium/Joint Program Credits:** Consortium/joint programs allow a student to register for credit at two colleges at the same time. Consortium/joint credits are those credits for which a student is registered at another college which are accepted by Mesabi Range College for the purposes of processing financial aid at Mesabi Range College. Students must first obtain a Consortium Agreement from financial aid and seek approval from the academic advisor prior to financial aid considering the credits as acceptable. Consortium credits are included in determining grade point averages and completion rate.
- E. **Remedial/Developmental Credits:** Credits awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 semester hours. Thirty semester hours of remedial/developmental credits are excluded from the final computation.
- F. **Repeat Credits:** Students are allowed to repeat a course in order to improve a grade, as allowed by the college. The college will use the most recent 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 F 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.
- G. **Transfer Credits:** These are credits earned at another college, which are accepted by Mesabi Range 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 in maximum-time frame for the purposes of financial aid.
- H. **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.

10. Definitions:

Credit: The unit by which academic work is measured.

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

Earned Credits: Earned credits are successfully completed credits that count toward the required percentage of completion. Earned credits include on **A, B, C, D, and P.**

Incompletes: The mark of "I" is a temporary grade, which is assigned, only in exceptional circumstances. It will be given only to student 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 (or "NC" in the case of courses number below 1000) at the end of the next semester if the requirements to complete the course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.

Registered Credits: The total number of credits for which a student is officially enrolled at the end of the registration drop period for each semester.