

**Pine Technical College  
Policy and Procedure**

**Policy No.:** 310 REV 5                      **Date:** 12/04/00, 12/15/03, 4/11/06, 10/05/07 03/15/11, 10/11

**Division/Dept:** Student Affairs   **Author:** Nancy Mach, Kathy Arola, Susan Pixley  
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**Subject:** Satisfactory Academic Progress

**Authorities:** MNSCU Policy 2.9; Federal Financial Aid Guidelines HEA Sec 484; 34CFR668  
Minnesota Statute 136A

**Policy**

Pine Technical College requires that students make satisfactory progress toward a degree, diploma, or certificate to remain in good standing. Federal law requires that a recipient of state or federal financial aid make satisfactory academic progress toward a degree, diploma or certificate to remain eligible for aid. Additionally, the qualitative and quantitative standards shall be cumulative and include all periods of enrollment, whether or not a student received financial aid. In compliance with federal and state laws and to implement policy, Pine Technical College has established the following criteria.

**1. Qualitative Measure of Progress - Grade Point Average**

At the end of each evaluation period a cumulative Grade Point Average (GPA) of 2.0 or higher is required to maintain satisfactory academic progress. Grades of A,B C, D, F, and FN shall be included in the GPA calculation.

**2. Quantitative Measure of Progress – Completion and Maximum Time Frame**

**A. Completion**

At the end of each evaluation period completion of at least 67% of the cumulative credits attempted is required to maintain satisfactory academic progress. Grades of I, NC, W, FN and F shall be treated as credits attempted but not successfully completed. Z grades or blank grades shall also be treated as credits attempted but not completed. Audited courses are not counted in the completion rate.

**B. Maximum Time Frame Measure of Progress**

For Financial Aid purposes, the maximum number of credits a student may earn per academic award is 150% of the published credit length of the program major. At the point a student registers for credits beyond the 150% limit, he/she will be considered not making satisfactory progress. Maximum time frame for students pursuing double majors, students enrolled in consecutive programs, or for students with a previous degree may be based on specific program requirements.

**3. Evaluation period**

A. Evaluation will be conducted at the end of all terms including summer term.

B. Satisfactory academic progress reviews shall be completed prior to the 10<sup>th</sup> day of subsequent academic term.

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

##### **A. Financial Aid Warning**

1. Warning status: If at the end of the evaluation period a student has not met either the grade point average standard or required completion percentage standard, the college will allow the student to retain his or her financial aid eligibility in a warning status for one evaluation period.

2. Reinstatement of students on warning status: If at the end of the evaluation period a student who has been on warning status has met both cumulative grade point average and completion percentage status, the college will end the student's warning status.

**B. Financial Aid Suspension:** If at the end of the warning period a student who has been on warning status has not met both cumulative grade point average and completion percentage standards, the college shall suspend the student immediately upon completion of the evaluation.

##### **C. Financial Aid Suspension for other reasons:**

1. Suspension for max 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 (150% of credits in that program), the college will suspend the student from financial aid eligibility immediately upon completion of the evaluation.

2. Suspension for extraordinary circumstances: Students may immediately be suspended from financial aid eligibility including but not limited to: a) previously suspended and reinstated students whose academic performance falls below acceptable standards during a subsequent term; b) students who register for, receive financial aid and do not attend any classes; and c) students whose attendance patterns appear to abuse the receipt of financial aid.

3. Students who have been placed on suspension status at one MnSCU institution will not be eligible for financial aid at PTC until they have successfully appealed to have the suspensions status removed.

4. Suspension for inability to meet program requirements within the maximum time frame: If at the end of any evaluation period PTC determines that it is not possible for a student to raise his/her GPA or course completion percentage to meet PTC's standards before the student would reach the end of the program for which he/she is receiving financial aid, PTC shall suspend the student from financial aid eligibility immediately.

#### **5. Appeals and Probationary Status**

A. Appeals: Student shall be permitted to appeal their financial aid suspension status based on unusual or extenuating circumstances. Extenuating circumstances include but are not limited to death of a relative, illness, hospitalization or injury to the student, incarceration, and domestic issues.

1. The student shall submit, as part of the appeal, an academic success plan which shall include: a) why the student failed to make satisfactory academic progress b) what has changed in the student's situation that would allow the student to meet satisfactory academic progress at the end of the next evaluation period c)

define academic and personal goals d) how these goals will be met the upcoming semester.

2. An appeal may be approved only if:
  - a. The student should be able to meet SAP standards at the end of the next evaluation period OR
  - b. The student academic plan ensures the student is able to meet SAP standards within a specific period of time.

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

1. Met the college's cumulative grade point average (2.0) and completion percentage (67%) standards, the student shall be returned to good standing
2. Not met the cumulative grade point average and completion percentage standards but has met the condition specified in his/her academic plan, the student shall retain his/her financial aid eligibility under a probationary status for a subsequent evaluation period
3. Not met the college'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 period.

## **6. Notification of Status and Appeal Results**

A. Status: The Dean of Student Affairs shall notify a student in writing any time the student is placed in a warning, suspension or probationary status.

1. A student placed in warning status shall be informed of the conditions of the warning status
2. A student placed in a suspension status shall be informed of his/her right to appeal the suspension
3. A student placed in probationary status shall be informed of the conditions he/she is expected to meet and the academic plan the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period

B. Appeals: The college shall notify a student in writing of the results of all appeals.

1. Student must initiate the appeal with the college counselor
2. Appeals must be submitted in writing to the Dean of Student Affairs and reviewed by the Appeals committee composed of the Dean and Director of Financial Aid
3. The Appeals Committee will make a decision on the merits of the appeal and arrive at a decision within 5 business days of the date of the appeal.
4. The Dean of Student Affairs shall notify a student in writing of the results of the appeal.
5. Notifications of approved appeals shall include any standards the student is expected to meet to retain financial aid eligibility at the end of the next evaluation period.
6. Notification of denied appeals shall describe the reason(s) for the denial and the college's process for appealing the denial.

## **7. Reinstatement**

Students may regain their eligibility only through the appeal process or when they are again meeting the satisfactory academic progress grade point average (cumulative 2.0) and completion percentage (67%) standards.

## **8. Treatment of grades and completion rates for specific grades/credits**

A. Academic forgiveness: Credits for which students have been granted academic forgiveness shall be included in both the GPA and completion percentage measurement and maximum frame calculation.

B. Consortium credits: Credits for which financial aid is received under a consortium agreement shall be included in both the GPA and completion percentage measurement as well as maximum time-frame completion

C. Developmental courses: Developmental credits shall be included in the GPA and completion percentage measurement of satisfactory academic progress. Up to 30 developmental credits shall be excluded from maximum time-frame calculations.

D. Repeated courses: Most recent course repeat shall be the only course included in the GPA calculation. All repeated courses are counted in cumulative completion rate. Students shall not be permitted to receive financial aid for more than one repetition of a previously passed course.

E. Transfer credits: Transfer credits accepted by the 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 included in calculating cumulative GPA.

### **Responsibilities:**

The Dean of Student Affairs, Financial Aid Director, Counselor, and Registrar

### **Dissemination:**

To all faculty and staff, Student Handbook, Orientation, General Catalog, Pine Technical College Web.

**Reviewed by Executive Cabinet:** 12/04/00, **Revision** 12/15/03

**Reviewed by Faculty Senate:** 12/13/00, 1/16/04

**Revision Reviewed Leadership Team:** 10/08/07

**Reviewed by Faculty Shared Governance:** 11/07/07

**Approved by:** \_\_\_\_\_ **Date:** 1/23/12  
Robert L. Musgrove, Ph.D., President