

Chapter 02

Policy Number – 2.9

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Policy/Procedure Title: Satisfactory Academic Progress For MinnState Board Policy (if applicable)

Adoption: 01/09/2020

Last Reviewed: 4/11/2024

Next Review Date: 1/9/2025 (5 year from last review to next review)

Department: Student Success

Custodian of Policy: Vice President of Academic and Student Affairs

Part 1: Purpose

Pine Technical and Community College, the Minnesota State Colleges and Universities and Federal and State law require that a student make satisfactory academic progress (SAP) towards a degree, diploma or certificate to attend the College and remain eligible for financial aid.

Part 2: Definitions

For the purposes of this procedure only, the following words and terms are defined as follows.

Academic plan

The plan developed by the college or university for a student that stipulates the minimum number of credits the student must earn in a term, and/or the minimum term grade point average the student must achieve to make satisfactory academic progress in order to be reinstated to full financial aid eligibility.

Maximum time frame

The maximum number of cumulative attempted credits within the academic program which a student must complete.

Probation status

The status of a student who has successfully appealed a satisfactory academic progress suspension and regained financial aid eligibility for one evaluation period, after which the student must either meet the college or university cumulative GPA and completion percentage standards, or successfully complete the requirements of an academic plan developed for that student by the college or university.

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 a 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

The status of a student who has been warned that financial aid eligibility is at risk and will continue for one evaluation period despite a determination that the student has not met the college or university grade point average standard, or completion percentage standard, or both.

Part 3: Policy

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.

1) Qualitative Measure:

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:

A. Required Completion Percentage: 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: 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, they

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:

Evaluation will be conducted at the end of all terms – Fall, Spring, Summer

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 their 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 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 cumulative grade point average and completion percentage standards, the college shall suspend the student immediately upon completion of the evaluation. The college will notify the student of this change in status in writing (letter or email).

C. Financial Aid Suspension 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 (150% of credits in that program).
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. Suspension for inability to meet program requirements within the maximum time frame: If at the end of any evaluation period PTCC determines that it is not possible for a student to raise their GPA or course completion percentage to meet PTCC's standards before the student would reach the end of the program for which they are receiving financial aid, PTCC shall suspend the student from financial aid eligibility immediately.

5) Notification of Failure to Meet Standards

Students are notified via institutional email address when the evaluation of satisfactory academic progress results in warning or suspension. This notice includes the conditions of the current status and provides information on how to appeal the suspension.

6) Appeals and Probationary Status

A. Appeals: Students 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 their appeal, information 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.

The student must initiate the appeal by completing and submitting the SAP Appeal form. Appeals must be submitted in writing to the PTCC Student Affairs Office by the deadline printed in the SAP suspension notification.

2. An appeal may be approved only if the PTCC Satisfactory Academic Progress Committee:

- a) Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
- b) Develops an academic plan with the student that, if followed, will ensure the student is able to meet SAP standards by a specific point in time. An academic plan may extend for more than one term. If the academic plan includes term standards of GPA and percentage of completion, they must be higher than cumulative standards. The initial consideration of appeals will be completed by the Satisfactory Academic Progress committee. Secondary appeals will be completed by the Dean of Student Affairs.

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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. Has not met the college's cumulative grade point average and completion percentage standards, but has met the conditions specified in their academic plan, the student will regain financial aid eligibility subject to the terms of the student's academic plan for a subsequent evaluation period, or
3. Has not met the college's cumulative grade point average and completion percentage standards and has also not met the conditions specified in the student's academic plan, the student must be re-suspended immediately upon completion of the evaluation.

7) Notification of Status and Appeal Results

A. Status: The Dean of Student Success or designee shall notify a student via institutional email address 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 by their right to appeal the suspension.
3. A student placed in probationary status shall be informed of the conditions they are expected to meet and the academic plan the student is expected to complete 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. The SAP Appeals Committee will make a decision on the merits of the appeal and will notify students in writing (letter or email) with the results of the appeal.
2. Notifications of approved appeals shall include the conditions under which the appeal is approved and any conditions to retain eligibility for registration and financial aid.
3. Notification of denied appeals shall describe the reason(s) for the denial and the College's process for appealing the denial.

8) 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. Neither paying for their own courses, nor sitting out a period of time in and of itself is sufficient to re-establish financial aid eligibility.

9) 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 time frame calculation.

B. Audited Course: Audited courses are not aid eligible and are not included in any satisfactory academic progress measurements.

C. Changes in Majors, Multiple Majors, or Pursuit of a Second Degree: Credits attempted and earned under a previous major, multiple majors, or in pursuit of a second degree are included in both cumulative qualitative and cumulative quantitative measures. Changes in major, multiple majors or the pursuit of a second degree may be factored into Satisfactory Academic Progress Appeals.

D. 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

E. Developmental / Remedial 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.

F. Grade Changes: Any grade changes may have an impact on both qualitative and quantitative SAP measures and to account for this impact, the Registrar re-runs the SAP process for students with grade changes.

G. Incomplete Grades: The mark of “I” (incomplete) is assigned temporarily at the discretion of the instructor when extenuating and unforeseen circumstances prevent course completion. An “I” grade will automatically become an “F” grade at the end of the next term (not including summer sessions) if requirements to complete coursework have not been satisfactorily met. A grade of “I” is not included when calculating GPA or earned credits. Thus, it does not impact GPA but does negatively impact earned credits, and therefore negatively impacts the student’s percentage of completion. Incomplete grades when updated, will be handled in the same manner as Grade Changes with the Registrar re-running the SAP process for impacted students.

H. Repeat Credits: Repeat credits are awarded when a student repeats a course in order to improve a grade. The college will determine, based on its Grade Policy, which grade will be calculated within the GPA. All repeated credits are included in the percent of completion and maximum time frame calculations.

I. 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.

J. Withdrawal Grades: The notation of “W” (withdrawal) is assigned when a student withdraws from a course after the drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student’s percentage of completion.

Related Documents:

[Minnesota State Board Policy 2.9](#)

[Minnesota State Board Procedure 2.9.1](#)

Procedure History:

Date and Subject of Revisions and Amendments:

4/11/2024 – Updated policy to meet Department of Education compliance per administrative approval.