



Century College Policy

2.9 Academic Standing and Satisfactory Academic Progress Policy and Procedure

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Purpose

Century College is committed to each student making progress toward his/her educational goals and will aid students through guidance and advisement to meet degree requirements. This policy establishes both qualitative and quantitative standards that must be met by all students enrolled in credit courses at Century College each semester. This policy complies with Minnesota State Policy 2.9 Academic Standing and Financial Aid Satisfactory Progress.

Policy

Students are required to meet academic progression standards each semester and cumulatively while enrolled at the College whether full- or part-time. The standards of measurement are a minimum grade point average (Qualitative) and a percentage of all courses attempted and earned (Quantitative).

Part 1: Qualitative Measure of Progress

All students are required to meet or exceed a cumulative earned grade point average (GPA) of 2.00 on a 4.0 "A" to "F" scale each semester and cumulatively over all semesters.

Part 2: Quantitative Measure of Progress

Completion Percentage

- a. All students are required to complete and earn a minimum of 66.67% of their cumulative registered/attempted credits over their enrollment periods.
- b. Calculation of Percent earned = $\frac{\text{cumulative earned credits}}{\text{cumulative registered credits}}$
- c. Grades and enrollment statuses of F, FN, FW, I, N, NC, W, Z and IP (or blank/missing) are calculated in registered credits, are NOT considered as earned credits and calculated into the overall completion percentage each semester and cumulatively. These negatively impact students' percent of completion.
- d. Developmental credits must be included in the GPA and excluded from the completion percentage measurement of satisfactory academic progress.

Part 3: Evaluation Period

A student's academic progress is monitored at the end of each academic term (Fall, Spring and Summer semesters) beginning with the first attempted credit and cumulatively over the course of enrollment.

All students with registered credits during a semester will be evaluated at the end of that semester.

Part 4: Failure to Meet Standards

Students demonstrating insufficient progress toward meeting degree requirements will receive notations of failure to meet Academic Standing Progress Standards as follows:

- A. Academic Warning:** A student failing to meet the minimum cumulative qualitative (2.0 GPA) or quantitative (66.67% completion rate) standard of academic progress will be placed on academic warning for the next term of enrollment. A student on warning may continue attending school however, the student is expected to take corrective action.
- B. Academic Suspension:** A student on warning status failing to meet the minimum cumulative qualitative (2.0 GPA) or quantitative (66.67% completion rate) standard of academic progress during their next term of enrollment is immediately placed on suspension. The student may not attend school for one semester (not including summer term). After serving suspension, a student can appeal for re-enrollment through the appeals process and may be readmitted on probation.
- C. Academic Probation:** A student is placed on probation after serving suspension or receiving an approved academic suspension appeal. The student will stay on probation and may continue to attend school if they receive a 2.0 GPA and 66.67% completion rate for each term even though they have not met the cumulative standards.

Notification: A student will be notified in writing through official college email upon being placed on warning status and the notice will inform the student of the conditions of the warning period. A student will be notified in writing through official college email when placed on suspension and the notice will include the process by which the student may appeal for reinstatement. There will be a hold placed on the student's record.

- A. Good Term Suspension:** A student that is on Academic Warning, has met the term standards, but is suspended due to cumulative GPA or completion rate, will receive a 'Good Term' notification. The good term notification will be imaged into the students record and the student will be placed on Academic Probation.

PROCEDURE

Part 1: Academic Appeal

Students who are suspended for academic standing are ineligible for re-enrollment until an approved Academic Appeal is made by the student and approved by the College.

Appeals:

In order to appeal for a waiver of serving an academic suspension a student must complete a Success After Suspension workshop and complete an appeal form. Academic appeals are reviewed for approval or denial by the Associate Dean of Student Success. Responses will be submitted in writing to the student. Students whose appeal application is denied may request a secondary review by The Office of Student Affairs.

Part 2: Good Standing

Once a student has met the cumulative standards (cumulative 2.0 GPA and cumulative 66.67%

completion rate), they will be in good standing and no longer on probation or suspension. However, students who do not meet the term standard or cumulative standards (2.0 GPA and cumulative 66.67% completion rate) will be suspended again.

Definitions:

- **Attempted Credits, NOT Earned:** Courses for which a student receives a letter grade of I, W, F, FW, FN, N, NC and IP shall be treated as credits attempted but not successfully completed. Blank grades (Z) shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted.
- **Academic Renewal:** Credits for which a student has been granted academic renewal will not be used in the calculation of both the qualitative (GPA) and quantitative (course completion rate) standard for academic progress. They will be calculated for Financial Aid Satisfactory Progress.
- **Audited Courses:** Audited courses are not financial aid eligible courses and are not included in any satisfactory academic progress measurements.
- **Change of Major:** A change of major does not remove credits attempted or grades earned during previous majors for the student. Similarly, if a student completes a degree at Century College and begins work on a subsequent degree at Century College, the credits attempted and grades earned from the previous degree(s) remain part of the calculation for the subsequent degree.
- **Course Repeats:** For a course that is repeated, the original grade will remain on the transcript but not be used in the GPA calculation for academic progress. All credits will be included in Financial Aid GPA, completion and maximum time frame calculations.
- **Credits:** The unit by which academic work is measured.
- **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.
- **Developmental Credits:** Developmental credits are those awarded for developmental course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credit hours (excluding ESOL). These credits are included in all satisfactory academic progress measurements. However, up to 30 developmental credits are excluded from the maximum timeframe calculation.
- **Earned Credits:** Courses for which a student receives a letter grade of A, B, C, D, and Pass included in the calculation of cumulative credit completion as courses successfully completed.
- **Grievance:** A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure.
- **Incomplete:** The mark of incomplete is a temporary grade which is assigned only in exceptional circumstances. A grade of "I" and "IP" is not included when calculating grade point average or earned credits. It does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of 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 the course work have not been satisfactorily met.
- **Registered (Attempted) Credits:** The total number of credits for which a student is officially

enrolled at the end of the registration drop period each term.

- **Transfer Credits:** Transfer credits are credits earned at another college which are accepted by Century College. Transfer credits shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating GPA.
- **Withdrawal:** The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop period. It is not included when calculating grade point average or earned credit. A mark of "FW" is assigned when a faculty member withdraws a student due to non-attendance or performance below course expectations. A mark of "FN" is assigned when a faculty member withdraws the student for low or no attendance. A mark of "W", "FW" or "FN" does not impact GPA, is not counted as completed credits but is counted as registered credits and therefore, negatively impacts the student's percent of completion.

Related Documents and References:

Minnesota State Colleges and Universities Board Policy

2.9 Academic Standing and Financial Aid Satisfactory Academic Progress

2.9.1 Financial Aid Satisfactory Academic Progress

Policy History

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