



## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

All Students attending this institution shall be bound by the following standards.

### **1. Maximum Program Length**

A student must successfully complete their program of study while attempting no more than one and one-half (1.5) times the credit hours required for his or her program. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation.

### **2. Evaluation Points**

A student's progress will be evaluated at the end of each semester, at the end of the second and each subsequent academic year (see definition of an academic year), and at 100% of the maximum program length. If an evaluation point should occur during a semester, the evaluation will occur at the end of the previous semester.

### **3. Required Grade-point Average/Course Completion Standards**

- A. At the end of each semester, a student must have earned a cumulative grade-point average of 2.0 and have successfully completed 67% of the credit hours attempted. Failure to meet either of these standards will result in the student being placed on academic probation.
- B. At the end of the second academic year and each subsequent academic year, a student must have earned a cumulative grade-point average of 2.0 and have successfully completed 67% of the credit hours attempted. Failure to meet this standard will result in the student being dismissed from the college.
- C. At 100% of the maximum program length, a student must have earned a cumulative grade-point average of 2.0 and completed all graduation requirements. Failure to meet either of these standards will result in the student being dismissed from the college, without the possibility of earning the credential for which the student enrolled.

#### 4. Probation

Probation is a warning to the student that the quality of work must improve in order to maintain satisfactory academic progress toward graduation. A student placed on probation will be notified by letter, with one copy of such letter placed in the student's academic file. A student placed on academic probation will continue to receive financial aid. Probation will continue until the student meets both standards or is dismissed from the college for failing to meet a required standard. Once a student meets both standards at a required evaluation point, the student will be removed from probation.

#### 5. Course Incompletes/Withdrawals/Repetitions/Transfer Credit/ Non-credit/Remedial Courses

Withdrawals, incompletes, and transfer credits are not used to calculate grade-point average, but are used to calculate course completion standards. When a student repeats a course, the higher of the two grades earned in the course will be used in computing the student's grade-point average; however, all courses attempted will be used to calculate work completion percentages. The College does not offer non-credit (audit) or remedial courses.

#### 6. Leaves of Absence

The College does not grant leaves of absence.

#### 7. Pass/Fail

The College does not offer courses on a pass/fail basis.

#### 8. Change in Program

When a student changes program, all courses attempted will be counted in calculating the student's grade-point average and work completion percentages, regardless of whether those courses apply to the new program of study.

#### 9. Appeals Process

A student may appeal in writing to the Director a dismissal due to lack of satisfactory academic progress based on mitigating circumstances. Mitigating circumstances would include illness or injury of the student, family crisis, or other significant personal problems that had an adverse effect on the student's ability to perform academically. The mitigating circumstances will be documented in the student's academic file and handled on a case-by-case basis. The outcome of such appeal will be one of the following:

- A. Lack of mitigating circumstances—In this case, the appeal is denied and the student is dismissed.

- B. Mitigating circumstances did exist and the student is able to complete enough coursework in the next semester to reasonably enable him or her to meet both grade-point average and work completion percentage standards—In this case, the appeal may be granted and the student may continue in the school for one semester as a regular student on academic probation with no loss of financial aid. The student will have only one semester to correct the deficiencies. If the deficiencies are not corrected, the student will be dismissed from the college.
  
- C. Mitigating circumstances did exist; however, the student is unable to complete enough coursework in the next semester to meet both grade-point average and work completion percentage standards—In this case, the appeal may be granted; however, the student will continue in school as a non-regular student in an “extended enrollment status.” The student will not be eligible for financial aid and will be required to complete any necessary coursework to improve his or her grade-point average and course completion percentage. The student may continue in an extended enrollment status as long as progress toward meeting the standards is being made and the student is able to complete the program within the maximum program length. Once the student meets the required grade-point average and work completion percentage standards under which the dismissal occurred, he or she will be removed from non-regular status and will be reinstated for the next semester as a regular student eligible to receive financial aid. A student who is reinstated to regular status under this provision will remain on academic probation for at least one semester.

#### 10. Academic Assistance/Counseling

Students experiencing academic difficulty are encouraged to seek academic counseling from faculty members for assistance in individual courses. Students seeking guidance pertaining to their program of study should consult with the Director.