



Riverland Community College's Satisfactory Progress Policy

Effective December 1, 2011

Part 1. Riverland's Satisfactory Progress Policies.

Riverland Community College requires students to make timely progress towards achieving a certificate, diploma, or degree in a chosen program of study. In addition, students are expected to perform at a satisfactory level to maintain their enrollment and continue college. Riverland measures satisfactory academic progress by the criteria explained below.

Part 2. Qualitative Measure of Progress (Grade Point Average).

Students must maintain a cumulative GPA of 2.00 (on a 4.00 scale). For more information regarding the effect that specific courses and grades could have on their GPA, students should refer to Part 9 of the policy.

Subpart A. Undergraduate Students. Students at Riverland will use a 4.0 A to F grade scale, shall have a minimum 2.0 © grade point average by the end of the second year or a grade point average consistent with the Riverland's requirements for graduation. Monitoring shall begin with the first attempted credit. Riverland students must maintain a cumulative GPA of 2.00 (on a 4.00 scale). For more information regarding the effect that specific courses and grades could have on their GPA, students should refer to Part 9 of the policy. Grades of A, B, C, D and F shall be included in the GPA calculation.

Riverland establishes a qualitative standard that allows an undergraduate student to continue past the second year with a GPA below 2.0, it shall document that the GPA it uses is consistent with graduation requirements.

See Part 9 for additional information about treatment of grades and credits.

Part 3. Quantitative Measure of Progress (Completion Percentage and Maximum Time Frame).

Subpart A. Required completion percentage.

Students must maintain a minimum cumulative GPA of 2.00 and complete 67% of cumulative registered credits. Those who do not meet one or both of these standards shall be placed on warning for both academic and financial aid.

At the end of each evaluation period, Riverland shall compare the number of credits the student successfully completed to the number of credits the student attempted to determine whether the student is progressing at a rate that will allow completion of the program within the maximum time frame (see Subpart B, below). Courses for which a student receives a letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, 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 I, N, NC, W, FW, FN, and F 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.

"T" (incomplete) they shall be treated as credits attempted but not completed. However Financial Aid shall treat "I" (incompletes) as F's for financial aid eligibility.

Subpart B. Maximum time frame.

Students must complete their declared programs of study within the maximum allowable credit limit of 150% of the program's prescribed credits. For example, students who pursue 60-credit programs will be allowed to attempt up to 90 credits. However, they must complete the program and graduate by the time they reach the 90 credit limit. Students who reach the maximum allowable credit limit will be suspended from financial aid eligibility by the Financial Aid office. To determine effects that specific courses may have on their program's maximum time frame, students should refer to Part 9 of the policy.

Maximum time frames for students pursuing double majors, students enrolled in consecutive programs, or for students with a previous degree may be based on specific curricular requirements.

Financial Aid students' that are pursuing a double major will be required to complete a 150% appeal form as well as an Academic Plan of Study form to ensure the programs are completed within the 150%.

See Part 9 for additional information about treatment of grades and credits.

Part 4. Evaluation period.

Academic progress is assessed at the end of each semester. For the purpose of determining satisfactory progress, summer sessions are treated individually within an academic year. Students enrolled in one semester programs, Non-standard term, and programs less than one year shall be assessed at midpoint and again at the end of the semester.

Submission of grades by faculty must be turned in 2 days after the end of a term, in order to ensure the completion of satisfactory academic progress reviews prior to the 10th day of the subsequent academic term.

Part 5. Failure to Meet Standards.

Subpart A. Financial aid warning.

1. **Warning status.** If at the end of the evaluation period a student has not met either the 2.0 cumulative grade point average standard or 67 % required cumulative completion percentage standard, Riverland shall allow that student to retain his or her financial aid eligibility under a warning status for one evaluation period,
2. **Reinstatement of students on warning status.** If at the end of the warning period a student who has been on warning status has met both Riverland's 2.0 cumulative grade point average and 67% completion percentage status, Riverland shall end the student's warning status.

Subpart 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 the 2.0 cumulative grade point average and 67% completion percentage standards, Riverland shall suspend the student immediately upon completion of the evaluation.

Subpart C. Suspension of students for other reasons.

1. **Suspension for maximum time frame failure.** If at the end of the evaluation period a student has failed to meet Riverland's standard for measurement of maximum time frame, Riverland shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.
2. **Suspension for extraordinary circumstances.** Riverland may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended and (reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid and do not attend any classes; and 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 Riverland determines that it is not possible for a student to raise their GPA or completion percentage to meet

Riverland standards before the student would reach the end of the program for which he or she is receiving financial aid, Riverland shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Part 6. Appeals and Probation.

Subpart A. Appeals. A student who fails to make satisfactory academic progress and is suspended, has the right to appeal, based on specific, unusual, or extenuating circumstances. Riverland defines these circumstances that will cause undue hardship such as: a death in the family, student's injury or illness or other specific circumstances as determined by the Riverland. Appeals must be submitted in writing.

The student shall submit, as part of the appeal, information as requested regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.

Supporting documentation is strongly encouraged. Initial consideration of appeals will be undertaken by an Academic Standard Review Committee which is made up of Academic Dean, Director of Enrollment Services/Registrar, Financial Aid Director, Counselor, and Director of Retention. Any of these committee members can assign an individual to represent them.

An appeal may be approved only if the institution:

1. Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
2. Develops a Student Success contract with the counselor that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time. The Student Success Contract shall include term standards of a minimum of 2.1 GPA and 100 percentage of completion.

Results of all appeals shall be communicated to students in writing. Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

Subpart B. Probationary status. A student who has successfully appealed shall be placed on Academic and/or financial aid probation for one evaluation period. If at the end of the next evaluation period, a student on financial aid probation status:

1. Has met Riverland's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
2. Has not met Riverland's cumulative grade point average and cumulative completion percentage standards, but has met the conditions specified in his/her Student Success Contract, the student shall retain his/her academic and/or financial aid eligibility under a probationary status for a subsequent evaluation period.

3. Has not met the Riverland's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her Student Success Contract the student shall be re-suspended immediately upon completion of the evaluation.

Subpart C. Steps involved in the appeals process.

If a student receives notification of suspension, including an appeal form, the following steps should result:

1. The student should complete the appeals form, and Success Contract with the help of a Riverland Career Counselor. All pertinent documentation supporting the basis of the appeal **must** be attached, and then submit it to the Student Service Center at the Austin, Owatonna or Albert Lea Campus.
2. Financial Aid appeals **only** will be reviewed by a Financial Aid designee.
3. If a student has an Academic appeal, or has an appeal that includes both Academic and Financial Aid, they will be reviewed by the Academic Standards Review Committee.
4. Students will receive notification whether the appeal is approved or denied.
 - a. If the appeal is approved, no further action is required on the part of the student and his/her status will be as described in Part 8.
 - b. If the appeal is denied, the student has the right to request an in person appeal.
 - i. If the student is requesting an in person **financial aid appeal**, he/she will meet with the Financial Aid Director.
 - ii. If an **academic appeal**, the student will meet with the Executive Vice President of Academic Affairs and the Vice President of Employee and Student Affairs.
 - iii. Students will be asked to remain following the in person appeal and will be notified of their final decision before leaving campus. A follow-up letter will be sent to the student.

Part 7. Notification of Status and Appeal Results.

Subpart A. Status. Riverland shall notify a student in writing any time the student is placed in a warning, suspension or probation status.

1. **Notification of warning** – Riverland shall notify a student in writing any time the student is placed in a warning status, and shall inform the student of the conditions of that warning status.
2. **Notification of suspension** – Riverland shall notify a student in writing any time a student is placed in a suspension status, and shall inform the student of their right to appeal the suspension.

3. **Notification of probation** – Riverland shall notify a student in writing any time a student is placed in a probationary status, and shall include the standards the student is expected to meet or the academic plan the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

Subpart B. Appeals. Riverland shall notify a student in writing of the results of all appeals.

Notification of approved appeals shall include the standards that the student is expected to meet or the Student Success Contract that the student is expected to complete in order to retain academic and/or financial aid eligibility at the end of the next evaluation period.

Notification of denied appeals shall describe the reason(s) for the denial and Riverland's process for appealing that denial.

Part 8. Reinstatement.

1. Students who have met cumulative qualitative and quantitative requirements will immediately be reinstated to good standing and financial aid eligibility.
2. Students whose appeals are approved may be reinstated for academic and financial aid eligibility but will be placed on academic and/or financial aid probation.
3. It is possible for students to be reinstated for course registration but not for financial aid eligibility:
 - a) Students whose appeals are approved by the Academic Standard Review Committee may be reinstated to register for classes but remain suspended regarding financial aid eligibility. Students who disagree with this decision may initiate a formal appeal process with the Vice President of Employee and Student Affairs and Executive Vice President of Academic Affairs.
 - b) After not attending the college for one calendar year, students may be reinstated to the college for registration purposes only. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

Students whose financial aid eligibility has been suspended may regain their eligibility only through the Riverland's appeal process or when they are again meeting Riverland's financial aid satisfactory academic progress qualitative and quantitative standards.

Part 9. Treatment of Grades and Credits.

Subpart A. Treatment of grades. Each SAP policy shall state how Riverland's treats course withdrawals, incomplete grades, repeated courses, and noncredit remedial, enrichment, and ENAP course work in the determination of satisfactory progress.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F shall be included in the GPA calculation.

Courses for which a student receives a letter grade for grades listed above will be included in the calculation of cumulative credit completion percentage as courses successfully completed.

Courses for which a student receives a letter grade of I, N, NC, W, FW, FN and F 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.

Unless Riverland has a specific policy indicating treatment of "I" (incomplete) grades as successful completion, they shall be treated as credits attempted but not completed.

If an institution chooses to use grades that are not listed in this procedure, Riverland shall specify in its institutional SAP policy how these grades affect GPA calculation, completion percentage, and maximum time-frame monitoring.

Subpart B. Academic Amnesty. Credits for which students have been granted academic amnesty ("academic forgiveness," "fresh start," etc.) shall be recorded and retained in the Student Data System in such a way that they will be included in both the grade point average and completion percentage measurement of financial aid satisfactory academic progress.

Subpart C. Audited Courses. Audited courses shall not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements

Subpart D. Consortium Credits. Credits for which financial aid is received under a consortium agreement shall be recorded in the Student Data System to be included in cumulative GPA, completion percentage, and maximum time-frame calculations.

Subpart E. Remedial/Developmental Credits. Remedial/developmental credits shall be included in the qualitative and completion percentage measurement of satisfactory academic progress. Up to 30 remedial/developmental credits shall be excluded from maximum time-frame calculation which includes ENAP courses.

Subpart F. Repeated Courses. Courses may be repeated for an improved grade. Only the highest grade attained will be counted on the student's GPA calculation. Repeated courses are included in the completion rate calculation and maximum timeframe calculations. A student shall be permitted to receive financial aid for only one repetition of a previously passed course..

Subpart G. Transfer Credits. Transfer credits accepted by Riverland 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 used in calculating cumulative GPA.

Transfer credits accepted by Riverland and applied by Riverland toward a student's general education, program, or degree requirements shall apply toward the maximum time-frame calculation.

Subpart H. Withdrawals. Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. Thus, a "W" does not impact GPA but does negatively impact the cumulative completion percentage.

Subpart I. Incompletes. An "I" is assigned only in exceptional circumstances, and is a temporary grade. An "I" will automatically become F if it is not made up within 20 school days of the following term. Financial Aid will automatically treat an "I" as an F when determining GPA and completion rate.

DEFINITIONS:

Academic Plan - a student who successfully appeals for reinstatement of financial aid eligibility may be required by Riverland to complete, during a probationary period, specific requirements contained in an academic plan developed for that student by Riverland.

Evaluation Period – Riverland shall measure Satisfactory Academic Progress at the end of each academic term or at the mid-point of programs less than one year in length.

Financial Aid Suspension of Students on Warning Status - A student on financial aid suspension status is not eligible to receive financial aid. Students whose financial aid eligibility has been suspended may regain his or her eligibility only through the Riverland's appeal process or when they are again meeting Riverland's financial aid satisfactory academic progress cumulative grade point average and completion percentage standards.

Maximum Time Frame - the maximum number of cumulative attempted credits within which a student must complete his or her academic program.

Probation Status - a status under which a student who has successfully appealed a suspension shall regain his or her financial aid eligibility for one evaluation period, after which he or she must either have met Riverland's cumulative GPA and Completion Percentage standards, or have successfully completed the requirements of an academic plan developed for that student by Riverland.

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 his or her 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 - a status under which a student shall continue to retain her or his financial aid eligibility for one-evaluation period despite a determination that she or he has not met either Riverland’s grade point average standards, or completion percentage standard or both.