Itasca Community College requires that students make Satisfactory Academic Progress in order to remain in good standing and continue their enrollment. Satisfactory Academic Progress is determined by evaluation of cumulative GPA and pace of credit completion components. Itasca Community College has established and will apply the following standards of academic progress to all students effective 12/1/2011 and beyond. Students bear responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

To earn a diploma, certificate or associate degree from ICC, you must have a cumulative Grade Point Average (GPA) of 2.0 or better. You are not making Satisfactory Academic Progress whenever your cumulative GPA falls below the required minimum of 2.0 or your cumulative credits earned versus attempted percentage is below 67%. The Dean of Academic Affairs and Student Services, together with Student Services Office staff are responsible for implementing and monitoring this policy.

I. **Qualitative Measure** – You are required to meet the minimum cumulative GPA requirements by the time you attempt your sixth credit (including any transfer credits if applicable). Grades of A, B, C, D, F, FN, FW, HA, HB, and NC will be included in the GPA calculation. Transfer credit GPA is not measured under this policy.

<table>
<thead>
<tr>
<th>Cumulative Attempted Credits</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ credits (including transfer)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

II. **Quantitative Measure**

a. **Required Completion Percentage** – By the time you attempt your sixth credit (including transfer credits), you are required to have a minimum cumulative credit completion rate of 67%. Grades of F, FN, FW, I, NC, W, Z, or blank/missing are treated as registered, NOT earned.

Formula used: % earned = (cumulative earned credits/cumulative attempted credits)

<table>
<thead>
<tr>
<th>Cumulative Attempted Credits</th>
<th>Minimum Completion Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ credits (including transfer)</td>
<td>67%</td>
</tr>
</tbody>
</table>

b. **Maximum Time Frame (financial aid recipients)** – You are expected to complete your degree/diploma/certificate within an acceptable period of time. You may receive financial aid through attempting 150% of the required credits needed to complete each individual program. At the end of each semester, ICC will perform a Satisfactory Academic Progress review and will suspend financial aid eligibility for students who cannot mathematically complete his/her program of study before attempting 150% of the required credits for that program. Maximum Time Frame calculations apply to all terms of attendance, whether or not you received financial aid during each term. Financial aid recipients pursuing more than one program/major or who have changed their program/major may need to appeal to continue receiving financial aid because of the maximum timeframe restriction. Credits attempted at ICC, remedial level credits (up to 30), as well as transfer credits that do not count toward the student’s declared program/major of study will be excluded from the maximum timeframe calculation with an approved appeal.

III. **Evaluation Period** – You will be evaluated at the end of each semester—Fall, Spring, and Summer.

IV. **Failure to Meet Standards** –

A. **Academic/Financial Aid Warning and Suspension**

1. Qualitative and Quantitative Standards

A. **Evaluation**: Following each term of attendance, your academic progress related to cumulative GPA and pace of progression (credit completion) will be evaluated. If you do not meet the minimum cumulative requirements, you will be placed on Academic and Financial Aid Warning after the first occurrence.

B. **Reinstatement** of students on Warning status. If at the end of the warning period you have met the cumulative GPA and pace of progression (credit completion) percentage standards, ICC will reinstate your academic and financial aid eligibility.

C. **Suspension** of students on Warning status. If at the end of the warning period your cumulative GPA and/or pace of progression (credit completion) percentage does not meet the required standards, ICC will suspend you immediately.
2. Maximum Timeframe Standard

Following each semester of attendance, your progress relating to the maximum timeframe requirement will be evaluated. You will immediately be suspended from financial aid eligibility after any evaluation showing you have failed to complete your declared program of study within the maximum time frame allowed or cannot mathematically complete your program of study before attempting 150% of the required credits for that program. There will be no warning period prior to this type of suspension. This standard does not apply for Academic Warning, Probation, or Suspension. All periods of attendance (including periods when not receiving financial aid) are counted in this Maximum Timeframe evaluation.

3. Extraordinary Circumstances

If suspended, you have the right to appeal that suspension status based on mitigating or extraordinary circumstances. See Appeals section below for specific directions. ICC reserves the right to withhold aid from any student, at any time, who demonstrates an attendance pattern that abuses the receipt of financial assistance. These situations may include, but are not limited to a student who withdraws from all classes for two consecutive semesters, a student who has previously attended two or more institutions and has not progressed satisfactorily, a student who does not appear to be pursuing a degree/certificate, etc.

V. Suspension Appeals and Probation

A. Academic and Financial Aid Appeals

You have the right to appeal your academic and/or financial aid suspension based on mitigating or extenuating circumstances that may have affected your progress. Mitigating (out of your control) circumstances may include but are not limited to (student illness, injury, death in the student’s immediate family, etc.). One appeal form is used for both academic and financial aid appeals. An appeal form is available at http://www.itascacc.edu/forms or in the Student Services Office (Backes 107). Appeals are reviewed by the Student Appeals Committee. Secondary appeals are reviewed by the Provost. If your appeal is approved, you will be placed on Academic and/or Financial Aid Probation for one semester and placed on an Academic Success Plan. While on your one semester of probation, you must meet the requirements and standards outlined by the Student Appeals Committee in an approved Academic Success Plan.

1. Continuation of Students based on Successful Appeal

Academic and Financial Aid appeals will be reviewed on a case by case basis by the Student Appeals Committee. If an appeal is approved, you will be placed on Academic and/or Financial Aid Probation for one semester and placed on an approved Academic Success Plan. The ICC Dean of Academic Affairs and Student Services and/or Financial Aid Director will communicate this decision to you, along with pertinent information regarding the conditions of the appeal. If you do not meet cumulative GPA and overall pace of progression (credit completion rate) requirements at the end of your one semester of probation, but do meet the conditions outlined in your approved Academic Success Plan, you will be allowed to continue enrollment at ICC under the conditions of your approved Academic Success Plan. You are no longer considered to be on probation at this point. If you fail to meet the conditions of your Academic Success Plan during any semester while attempting to regain overall Satisfactory Academic Progress compliance, you will immediately be re-suspended academically and/or from financial aid eligibility at ICC.

B. Transfer Students

During the admission application process, student academic transcripts from prior colleges attended are requested and reviewed. MnSCU Procedure 3.4.1 indicates that students who have been placed on academic suspension at one MnSCU institution shall not be eligible for admission at ANY MnSCU institution until they have successfully appealed the suspension status to the new school they wish to attend. If it is determined that a student is on academic suspension status at another MnSCU college/university, the following will occur:

1. Active Suspension

When a student is on an active suspension at another MnSCU college/university and attempts to enroll at ICC prior to serving the prior school’s required suspension period (if applicable), ICC will deny admission and registration eligibility until the student has served the prior school’s suspension period or until the student successfully appeals the suspension status. See Section V(A) for appeal information.

2. Inactive Suspension

ICC will admit and allow a new ICC student to register for classes if that student had been suspended from another MnSCU college/university but served the former school’s required suspension period (if applicable). A student in this situation will not be placed on Warning, Suspension, or Probation. Credit
VI. Notification – You will be notified in writing of your academic/financial aid warning, probation, academic plan, or suspension status. Notification will include the process by which you may appeal.

VII. Reinstatement – If you are placed on academic and/or financial aid suspension, you will be eligible to re-enroll at ICC only after a successful appeal.

Treatment of Grades and Credits

Attempted Credits: Credits in which you are officially enrolled at the end of the registration “drop” period each semester.

Cumulative Attempted Credits: The total number of credits registered for during ALL terms of enrollment at ICC as well as credits accepted by ICC for transfer credit.

Earned Credits: Earned credits include letter grades of A, B, C, D, F, HA, HB. They are successfully completed credits that count toward the required completion percentage of 67% as defined by the pace of progression measure, including accepted transfer credits.

Attempted, NOT earned: Letter grades of F, FN, FW, I, NC, W, Z, and blank/missing are considered credits attempted but NOT successfully completed (earned).

Academic Amnesty/Forgiveness: Credits for which a student has been granted academic amnesty/forgiveness WILL be included in all financial aid Satisfactory Academic Progress measurements.

Audited Courses: Audited courses are not eligible for financial aid and are not included in Satisfactory Academic Progress.

Consortium Credits: Consortium credits are credits for which you are registered at another college, are accepted as resident credits by ICC, and are included for purposes of processing financial aid by ICC. These credits are included in all Satisfactory Academic Progress measurements.

Remedial/Developmental Credits: Remedial/Developmental credits are those given for remedial coursework below 1000 level. You may receive financial aid for developmental credits up to a maximum of 30 credit hours. These credits are excluded from the maximum time frame calculation.

Repeated Credits: You are allowed to repeat a course in order to improve a grade, as allowed by the College. The College will use the highest grade in calculating the GPA (effective Summer 2015). All repeated credits are included in percent of completion and maximum time frame calculations. Students may receive financial aid for up to one repetition of a previously passed course. A passed course is defined as a grade of D- or higher. Students may receive aid more than once when repeating a course where the previous grade earned was a F, FN, FW, or W.

Transfer Credits: Transfer credits are credits earned at another college that are accepted by ICC. Transfer credits accepted by ICC that are applicable to the student's program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. They are not included when calculating your cumulative GPA, but ARE included when calculating pace of progression for maximum time frame.

Withdrawals: A “W” (withdrawal) grade is given when you officially withdraw from a class after the drop/add period. If you stop attending classes and do not officially indicate your intent to withdraw from a class or classes (unofficially withdraw), a “W” grade is not given. An “FW” (failed/withdrawal) grade is given instead. “W” grades are considered unearned, attempted credits that do not impact GPA but do negatively impact earned credits and your pace of progression (credit completion) percentage. Withdrawal grades also count as attempted credits when calculating a student’s maximum timeframe for receiving aid. “FW” grades are treated as “F” grades and impact GPA and credit completion percentages.

Incompletes: An “I” (incomplete) grade is a temporary grade assigned to you by an instructor if you cannot complete coursework on schedule because of illness or other circumstance beyond your control. This “I” grade is treated as “unearned” attempted credit when evaluating pace of progression (credit completion rate) but does not impact GPA. An “I” grade will automatically become an “F” grade at the end of the next term (not including summer) if requirements of course completion have not been satisfactorily met. GPA is then negatively affected. Grade changes from “I” to a passing grade will impact GPA and pace of progress (credit completion) percentage.

Updated February 2015 – SAP

Itasca Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law. This information is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service - um.vidovic@itascacc.edu or 218-322-2402 or 1-800-966-6422.

Complaints should be directed to: If you require an accommodation for a disability, please contact: Dr. Barbara McDonald Ann Vidovic Administration Building Buckes Center 14 218-322-2402 218-322-2433 barbara.mcdonald@itascacc.edu um.vidovic@itascacc.edu