

## Satisfactory Academic Progress Policy Itasca Community College

Itasca Community College requires that students make satisfactory academic progress in order to remain in good standing and continue their enrollment. Itasca Community College has established and will apply the following standards of academic progress to all students. 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, together with Financial Aid and Records Office staff are responsible for implementing and monitoring this policy.

- I. **Qualitative Measure** – you are required to meet the minimum cumulative GPA requirements on the chart below. Grades of A, B, C, D, F and FN will be included in the GPA calculation.

Cumulative Registered Credits	Minimum Required GPA
1-30 credits	1.75
31+ credits	2.00

II. **Quantitative Measure**

- a. **Required Completion Percentage** – you are required to earn a minimum of 67% of cumulative registered credits. Grades of F, FN, I, N, NC, W, Z, or blank/missing are treated as registered, NOT earned. Formula: % earned = (cumulative earned credits/cumulative registered credits)
- 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. Financial aid recipients pursuing more than one program/major may be required to appeal to continue receiving financial aid because of the maximum timeframe restriction.

III. **Evaluation Period** – You will be evaluated at the end of each term—fall, spring, and summer.

IV. **Failure to Meet Standards** –

A. **Financial Aid Probation and Suspension**

1. Maximum Timeframe Standard

Following each term of attendance, your progress relating to the maximum timeframe requirement will be evaluated. You will immediately be suspended from financial aid after any evaluation showing you have failed to meet the maximum time frame. There will be no probationary period prior to this type of suspension.

2. Qualitative and Quantitative Standards

A. **Evaluation**: Following each term of attendance, your academic progress related to cumulative GPA and credit completion rate will be evaluated. If you do not meet the minimum cumulative requirements, you will be placed on Financial Aid Probation after the first occurrence. *The probationary period shall be equal to your next term of attendance and requires that you attain a term GPA of 2.3 or higher and a credit completion ratio of at least 80%.*

B. **Reinstatement of students on probationary status**. If, at the end of the probation period, you have met the cumulative GPA and completion ratio standards, ICC will reinstate your eligibility for financial aid.

C. **Suspension of students on probationary status**. At the end of the probationary period, if your cumulative GPA and/or credit completion ratio does not meet the required standards, ICC will suspend you immediately. One exception follows:

If, at the time of review, you do not meet the cumulative GPA and/or completion rate requirements, but do meet the term GPA and credit completion requirements for the term being reviewed, you will be permitted to remain on a “continued probationary status”. This status will continue until:

1. You meet the cumulative GPA and completion rate standards, at which time your aid eligibility will be reinstated.
2. You fail to meet the term GPA and completion rate standard for your next term of attendance, in which case you will be immediately suspended.  
-OR-
3. ICC determines that it is not possible for you to raise your cumulative GPA or completion ratio to meet ICC’s standards prior to the end of the program for which you are receiving aid.

### 3. Continuation of Students who Successfully Appeal a Financial Aid Suspension

If placed on Financial Aid Suspension, you have the right to appeal based on mitigating (out of your control) circumstances. Appeals will be approved on a case by case basis by the Financial Aid Director. If an appeal is approved, the Financial Aid Director will communicate this decision to you, along with pertinent information regarding the conditions of the appeal. At the end of the appeal term, if you met the term GPA and credit completion ratio conditions of your appeal, you shall have your appeal status extended for an additional term. If you fail to meet the conditions of your appeal, you will be removed from appeal status and immediately suspended from financial aid eligibility.

## B. 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 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. Notification** – You will be notified in writing (by letter or email) of your probation or suspension status. The notification will also include the process by which you may appeal for reinstatement.

**VI. Appeals** - There are two separate appeal procedures at Itasca Community College.

**Academic** - You have the right to appeal your academic suspension based on unusual or extenuating circumstances that may have affected your progress (death of a relative, medical problems, personal problems, transportation, childcare, etc.). You may request an academic appeal form from the ICC Records Office. Appeals are reviewed by the Dean of Academic Affairs. Secondary appeals will be reviewed by the Student Appeals Committee. If an academic appeal is approved, you must meet specific minimum standards determined by the institution in order to have your appeal status extended for an additional period. See ICC’s website for detailed criteria ([www.itascacc.edu](http://www.itascacc.edu)).

**Financial Aid** - You have the right to appeal your financial aid suspension (GPA, credit completion percentage, maximum timeframe) based on mitigating circumstances. Mitigating circumstances are situations out of your control and were not present at the time of initial enrollment that affected your academic progress. Some examples are: student illness, injury, or death in the student’s immediate family. Appeal forms are available in the Financial Aid Office or on-line at [www.itascacc.edu/financeedu](http://www.itascacc.edu/financeedu) and are reviewed by the Director of Financial Aid. Secondary appeals will be reviewed by the Student Appeals Committee and/or Provost.

**VII. Reinstatement** – If you are placed on academic suspension, you will be eligible to re-enroll in the college after an absence of one calendar year without an appeal. If you re-enroll under this condition, you will return to ICC on a probation status. However, you are not eligible for financial aid until you have met “Satisfactory Academic Progress” cumulative standards **OR** have an approved financial aid appeal.

## VIII. Additional Elements

**Registered Credits:** Credits in which you are officially enrolled at the end of the registration “drop” period each term.

**Cumulative Registered Credits:** The total number of credits registered for during ALL terms of enrollment at the college.

**Earned Credits:** Earned credits include letter grades of A, B, C, D, and P; the successfully completed credits that count toward the required completion percentage of 67% as defined by the quantitative measure.

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

**Academic Amnesty:** Credits for which a student has been granted academic amnesty 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 those credits for which you are registered at another college, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.

**Developmental Credits:** 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 school will use the second grade in calculating the grade point average. All repeated credits are included in the percent of completion and maximum time frame calculations.

**Transfer Credits:** Transfer credits are credits earned at another college that are accepted by Itasca. They are not included when calculating your cumulative grade point average or percent of cumulative credits completed, but ARE included when calculating the maximum time frame as long as the credits apply toward your specific program requirements at Itasca.

**Withdraws:** A “W” (withdraw) grade is given when you officially withdraw from a class after the drop/add period. It does not impact GPA but will negatively impact earned credits and your completion percentage.

**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. 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.