

## Satisfactory Academic Progress Policy

### MnSCU Board Policy 2.9.1



---

Anoka Technical College and the Minnesota State Colleges and Universities Board Policy 2.9.1, in compliance with Federal and state regulations require that all students maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate in order to be eligible to receive financial aid (including Federal and State work study, loans, grants, and some scholarships) and remain in good academic standing and continue their enrollment. The purpose of this requirement is to encourage all students to progress steadily at a reasonable rate toward graduation.

Grades, academic forgiveness, audits, consortium agreements, remedial/developmental courses, repeats, transfer credits, common market, and credit by examination are subject to the Satisfactory Academic Policy.

#### Definitions

**Good academic standing** - students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to remain in good academic standing.

**Academic eligibility** - students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to maintain their academic eligibility.

**Financial aid eligibility** - students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to maintain their financial aid eligibility.

#### Satisfactory Academic Progress Standards (SAP)

- 1. Cumulative Grade Point Average (GPA):** The grade point average (GPA) calculation is based on Anoka Tech and transfer coursework. Students must maintain a 2.0 GPA.
- 2. Percentage of Credits Completed:** Based on total credits attempted and completed. Students must complete 67% of all credits attempted.
- 3. Maximum Time Frame for Receiving Aid:** Credits attempted at Anoka Tech and credits accepted from other institutions are counted for determining this standard. The maximum allowable timeframe for financial aid recipients to complete an academic program is 150% of the published credit length of the program of study.

If at any point it is determined that a student will not be able to finish the required courses to graduate from their program within the 150% timeframe, financial aid eligibility will be terminated immediately.

Students who change programs or return for an additional degree/diploma/certificate will be evaluated based on their current program of study requirements.

#### Failure to Meet SAP:

**Warning:** Students who do not maintain satisfactory academic progress standards are placed on warning. Students on warning are allowed to register and receive financial aid.

**Continued Warning:** Students on warning who earn a cumulative GPA of at least 2.0 and a cumulative completion rate of 67% continue on warning and are allowed to register and receive financial aid.

**Suspension:** Students on warning who do not meet either the cumulative progress standards or GPA will be suspended. Suspended students are unable to register or receive financial aid until an appeal is approved or satisfactory academic standards are met.

- Any student whose academic suspension does not show a clear date of readmission but is older than three academic years (six or more consecutive semesters, not including summer sessions) can apply for admission to Anoka Technical College.
- Students on academic suspension from another MnSCU institution must appeal to Anoka Technical College during the semester of the suspension.
- Any student who has an unpaid balance at another MnSCU institution can be admitted to Anoka Technical College but will not be allowed to register for courses until the financial hold at has been removed.

**Suspension due to Extraordinary Circumstances:** Eligibility for registration and financial aid may be immediately suspended for a student in the event of extraordinary circumstances. For example, a student who was previously suspended and whose academic performance falls below acceptable standards during a subsequent term, a student who registers for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid either at Anoka Tech or prior institutions. In addition, financial aid eligibility shall be immediately suspended if it is determined that it is not possible for a student to meet the GPA or completion rate requirements before reaching the end of the program for which they are receiving financial aid.

### **Appeals of Academic Suspension**

Any student who has been academically suspended from Anoka Tech and has been denied financial assistance has the right to appeal based on unusual or extenuating circumstances. A written appeal should be submitted to the Office of Records and Registration. Some examples of acceptable reasons may be:

- Documented death of a close relative
- Documented personal illness, hospitalization or injury
- Military leave

Appeals must be submitted in writing within 10 business days of the date on the probation or suspension letter on a form (Satisfactory Academic Progress Appeal) available online at [www.tinyurl.com/ATCacad-progress](http://www.tinyurl.com/ATCacad-progress) and must be returned to the Office of Records and Registration.

- The Satisfactory Academic Progress Appeal Committee will approve or deny all appeals prior to the start of each semester.
- Any student whose appeal was denied by the Satisfactory Academic Progress Appeal Committee has the right to appeal this denial to a secondary appeals committee. The secondary appeals committee will use the same criteria in rendering its decision.
- Request for appeal to the secondary appeals committee must be made in writing within 10 business days of the date of the denial letter.
- The Satisfactory Academic Progress Appeal form is available online at [www.tinyurl.com/ATCacad-progress](http://www.tinyurl.com/ATCacad-progress) and must be returned to the Dean of Student Affairs.
- Appeal results from the Secondary Appeals Committee are final.

The results of an appeal will be sent to your Anoka Tech e-mail account.

### **Regaining Eligibility**

A student whose academic eligibility has been suspended may continue at the College after an appeal has been approved or return to the College after one semester (not including summer session). In both cases, the student remains on probation. Students returning after a suspension should notify the Office of Records and Registration before returning. A student who is suspended for one term, re-enroll after that term and is still not able to obtain a 2.0 GPA will be suspended for one year.

A student whose financial aid eligibility has been suspended may regain their eligibility only through the College's appeal process or when they are again meeting the College's qualitative and quantitative standards. Neither paying for classes out of pocket, nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

### **Additional Elements**

**Treatment of Grades.** Courses for which a student receives a letter grade of A, B, C, D, or S, 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, F, FN, FW, U, W, or Z will be treated as credits attempted but not successfully completed. Courses for which a student receives a letter grade of IP will not be treated as credits attempted.

**Audited Courses.** Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

**Consortium Credits.** Credits for which financial aid is received under a consortium agreement will be included in cumulative GPA, completion percentage, and maximum timeframe calculations.

**Remedial/Developmental Credits.** Remedial/developmental credits are included in the cumulative GPA and completion percentage measurement of SAP. Remedial/developmental credits will increase the length of the program of record when calculating maximum timeframe. Up to 30 remedial or developmental credits shall be excluded from the maximum timeframe calculation.

**Repeated Credits.** Students are allowed to repeat a course one time (please refer to the Anoka Technical College policy on repeating courses on the college Web site [www.anokatech.edu](http://www.anokatech.edu)). The repeat grade will become the grade calculated for GPA purposes. All attempts will count for determining percentage completion rate and maximum timeframe.

**Transfer Credits.** Transfer credits accepted by Anoka Technical College will be counted as credits attempted for calculation of cumulative completion percentage, and grades associated with these credits will be used in calculating cumulative GPA. Transfer credits accepted by the College and applied by the College toward a student's general education, program, or degree requirements will apply toward the maximum timeframe calculation.

**Withdrawals.** Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. A grade of "W" does not affect the GPA but does negatively affect the cumulative completion percentage and counts toward the maximum timeframe.