

DIN: 3110-1-01
Title of Policy: Satisfactory Academic Progress

Policy

Northwest Technical College will require learners to maintain satisfactory academic progress as measured by Grade Point Average (GPA) and percent of courses completed. Individual program majors may have additional requirements for satisfactory academic progress.

The college will place a learner on academic probation if he/she

- o has less than a 2.00 cumulative GPA, and/or
- o has fallen below 67 percent of completion of all credits attempted at NTC (cumulative).

The following stipulations are placed on learners in their probationary semester:

- o Probationary learners are ineligible to request an incomplete grade during the probationary semester.
- o Probationary learners must achieve a 2.00 semester GPA and complete 67% of credits attempted during the probationary semester. **Learners who do not meet both of these requirements will be placed on academic suspension.** Learners who meet these requirements but whose cumulative GPA or cumulative percent of credits completed is still below the requirement will remain on academic probation until the cumulative GPA and cumulative credits completed requirement is met.
- o Probationary learners must attend a College Success workshop with the Learning Services Coordinator at the beginning of the probationary semester. Failure to attend may lead to academic suspension.

The college will cancel the registration of learners placed on academic suspension. They will be notified of this action by the Registrar. The duration of academic suspension is as follows:

1. First instance: one semester
2. Second instance: three semesters (fall, spring, summer)
3. Third instance generally leads to permanent termination.

Learners wishing to appeal academic suspension must follow the academic appeals process. Learners placed on academic suspension may not be eligible for financial aid, even if their academic appeal is successful and they are reinstated. Reinstated learners who wish to appeal financial aid eligibility must follow the financial aid appeal process.

Purpose

To ensure that learners continue to make satisfactory academic progress toward their degree.

Responsibility

The table below describes responsibilities for this policy:

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 10/07/08 10:19 AM
Document Number:3110-1-01	Rev. 11-27-07, 4-29-08	Page 1 of 2	Level #1
Title: Satisfactory Academic Progress			Implementation Date: 4-29-08
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>

Group/Individual	Responsibility
Registrar	Notify via email and letter learners that they are placed on academic probation or suspension. Notify each learner's advisor and Learning Services Coordinator of their learners placed on academic probation or suspension.
Learning Services Coordinator	Provide College Success workshop for learners on probation; work with learners on probation to help them develop an individualized Academic Improvement Plan.
Counselor	Manage appeals process if learner decides to appeal.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 10/07/08 10:19 AM
Document Number:3110-1-01	Rev. 11-27-07, 4-29-08	Page 2 of 2	Level #1
Title: Satisfactory Academic Progress			Implementation Date: 4-29-08
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook: <input checked="" type="checkbox"/>	