

DCTC Procedure 2.9.1 Satisfactory Academic Standing Procedure

Chapter 2 – Students

Part 1. Purpose

This procedure sets forth the process to be used at Dakota County Technical College (DCTC) concerning satisfactory academic standing. Students bear primary responsibility for their own academic standing and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades, transcripts and course syllabi.

Part 2. Requirements.

The requirements for satisfactory academic standing are based on students successfully meeting both a qualitative and a quantitative measure. Satisfactory progress will be measured after a student has attempted their first course.

Qualitative Measure: All students are required to maintain a minimum cumulative 2.0 Grade Point Average (G.P.A.)

Quantitative Measure: All students are required to complete a minimum of 67% of cumulative attempted credits.

Students are considered in *unsatisfactory* academic standing whenever they fail to meet the cumulative standard of a 2.0 G.P.A. or fail to complete 67% of their attempted credits.

NOTE: Developmental coursework (below 1000 level) *will be included* under these requirements.

Part 3. Implementation. The academic standing of all students will be evaluated at the end of each term as follows:

Subpart A. Academic Warning Letter: Any student who fails to meet the minimum cumulative academic standing requirements that term will receive a warning letter from the Registrar and will be placed on academic warning for one term, commencing immediately. This allows students making substantial improvement to continue with their educational objectives.

Students experiencing academic difficulties are encouraged to use the resources available in the Center for Student Success. Academic assistance includes reading support, communications support, study skills support, math support, tutoring, and special accommodations. To arrange for extra help, students should call (651) 423-8420 or stop by the Center for Student Success. Counseling for students with personal concerns is also available in the Center for Student Success. Enrollment Advisors are available to help students with academic concerns. Call (651) 423-8000 or stop by the Student Services Office to schedule an appointment with one of the Enrollment Advisors.

Subpart B. Suspension Letter: A student on probation who fails to meet the minimum cumulative academic standing requirements for a second consecutive term will receive a suspension letter from the Registrar and will be subject to suspension, one term in duration, commencing immediately. The student will be dropped from all courses for that term. Suspended students who wish to remain enrolled at the college must complete an appeal form and have it approved in order to be reinstated

and continue in their classes for that term. If a student continues under an approved appeal they will be placed on probation and need to meet the term standards of a 2.5 or above GPA and have a term completion rate of at least 75%. If a student fails to meet the term standards, the student will be suspended for one academic year.

Subpart C. Appeals. A student who fails to meet academic standing requirements and is suspended from enrollment has the right to appeal based on unusual or extenuating circumstances

Subpart D. Reinstatement. A student who has been suspended from enrollment may continue at the college after an appeal has been approved or return to the college after the period of suspension has passed. In both cases, the student remains on probation. A suspended student whose appeal to remain in school has been denied and who has sat out the required term may return to the college under probationary status.

Subpart E. Probation. Once a student has been placed on probation, they must earn a term GPA of 2.5 or above and complete at least 75% of their attempted credits in order to remain on probation until their cumulative GPA is at 2.0 or above and their cumulative completion rate is at least 67%. If a student fails to meet the term standards, they will be suspended.

Part 4. Academic Forgiveness.

Students may have their previous academic performance exempted from grade point average and course completion percentage calculations. The option to petition for Academic Forgiveness is available only to students who have not registered for courses at the college for a minimum of five consecutive years. The student may submit a petition requesting Academic Forgiveness to the Registrar upon successful completion of 12 credits of 1000 level or higher courses. Successful completion is defined as earning a grade of C or better and completing a minimum of 67% of credits attempted. A student may submit a petition for Academic Forgiveness only once. Students are encouraged to see an Enrollment Advisor to begin the petition process.

Note: Academic Forgiveness may not assist a student with reinstatement of financial aid.

Related Documents:

- DCTC Policy 2.9
- Minnesota State Policy 2.9

Procedure History:

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