

DCTC Procedure 2.9.2 Financial Aid Satisfactory Academic Progress

Chapter 2 – Students

Part 1. Purpose

This procedure sets forth the process to be used at Dakota County Technical College (DCTC) concerning financial aid satisfactory academic progress. Students are required to maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate in order to receive financial aid. Federal and state work-study, loans, grants and some scholarships are covered under this procedure. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades, transcripts and course syllabi.

Note: It is possible for a student to be in Satisfactory Academic Progress suspension status for financial aid and not be in an academic standing suspension status at DCTC.

DCTC reserves the right to withhold financial aid at any time from any student who is not performing satisfactorily at minimal standards due to an attendance pattern, and thus abuses the receipt of financial assistance. For example, financial aid could be withheld from a student who withdraws from all classes for two consecutive terms, or a student who has previously attended two or more institutions and who has not progressed satisfactorily, or a student who does not appear to be pursuing degree/diploma/certificate completion, etc.

Part 2. Qualitative Measure of Progress.

Financial aid recipients are required to maintain a cumulative 2.0 Grade Point Average (G.P.A). Federal Title IV financial aid programs and programs authorized under Minnesota Statutes 136A. While SAP requirements generally refer to Minnesota aid programs authorized under 136A, this statute does not cover all aid programs. At this time, the Minnesota GI Bill program also requires students to maintain SAP, but this is required under Minnesota Statutes 197.791, Subd.4, (3) (ii). DCTC will develop satisfactory academic progress procedures that shall apply to all students receiving financial aid under these programs. Monitoring of the qualitative standard is cumulative and will commence with the first credit attempted. All periods of enrollment will be included, regardless of whether a student received financial aid for that period. A cumulative 2.0 GPA is required to graduate.

Part 3. Quantitative Measure of Progress.

Subpart A. Required Completion Percentage.

Financial aid recipients are required to maintain a cumulative credit completion rate of 67% of all credits attempted at DCTC. Federal Title IV financial aid programs and programs authorized under Minnesota Statutes 136A. While SAP requirements generally refer to Minnesota aid programs authorized under 136A, this statute does not cover all aid programs. At this time, the Minnesota GI Bill program also requires students to maintain SAP, but this is required under Minnesota Statutes 197.791, Subd.4, (3)(ii). DCTC will develop satisfactory academic progress procedures that shall apply to all students receiving financial aid under these programs. Monitoring of the quantitative standard is cumulative and will commence with the first credit attempted. All periods of enrollment will be included, regardless of whether a student received financial aid for that period.

DCTC uses cumulative credits completed, divided by credits attempted, to measure completion percentage. To remain eligible for financial aid, a student is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted at DCTC. Courses for which a student receives a letter grade of A, B, C, D and P 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, IP, N, NC, W and F will be treated as credits attempted, but not successfully completed. Blank (Z) grades will be treated as credits attempted, but not successfully completed. Audited courses (AU) are not included in the calculation.

Subpart B. Maximum Time Frame.

The maximum allowable time frame for a student to complete an academic program is 150% of the published credit length of the program of study. For example, if the program of study is 72 credits in length, you would be eligible to receive financial aid for up to 108 attempted credits ($72 \times 1.5 = 108$). All cumulative credits attempted are counted, including accepted transfer credits, and consortium credits, regardless of whether financial aid was received for the credits, or the course work was successfully completed. All credits attempted at DCTC will be counted; even though a period of time (years) may have elapsed between enrollments and regardless of whether the student received financial aid for the terms and credits measured.

Remedial/developmental credits are included in the cumulative GPA and completion percentage measurement of financial aid satisfactory academic progress. Remedial/developmental credits will increase the length of the program of record when calculating maximum time frame by a maximum of 30 credits of remedial instruction.

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% time frame, financial aid eligibility will be terminated immediately.

Part 4. Evaluation Period.

Financial Aid Satisfactory Academic Progress will be evaluated three times each year after Fall, Spring, and Summer Semester grades are recorded and prior to the 10th day of the subsequent term.

Part 5. Failure to Meet Standards.

Subpart A. Financial aid warning

Warning status. If at the end of the evaluation period a student has not met either the college grade point average standard or required completion percentage standard, the college shall allow that student to retain financial aid eligibility under a warning status for one evaluation period.

Reinstatement of students on warning status. If at the end of the warning period a student who has been on warning status has met both the college cumulative grade point average and completion percentage standards, the college shall end the student's warning status.

Subpart B. Financial aid suspension of students on warning status

If at the end of the warning period a student who has been on warning status has not met both the college cumulative grade point average and completion percentage standards, the college shall suspend the student immediately upon completion of the evaluation."

Subpart C. Probationary Status

A student who has successfully appealed must be placed on financial aid probation for one evaluation period. If at the end of the next evaluation period a student on financial aid probation status:

1. Has met the college cumulative grade point average and completion percentage standards, the student will regain financial aid eligibility, or
2. Has not met the college cumulative grade point average and completion percentage standards, but has met the conditions specified in her or his academic plan, the student will regain financial aid eligibility subject to the terms of the student's academic plan for a subsequent evaluation period, or
3. Has not met the college cumulative grade point average and completion percentage standards and has also not met the conditions specified in the student's academic plan, the student must be suspended immediately upon completion of the evaluation.

Subpart D. Suspension of Students for Extraordinary Circumstances.

Any student may be immediately suspended from financial aid eligibility in the event of extraordinary circumstances, including, but not limited to: students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the financial aid programs.

Part 6. Notification.

When students are placed in a warning status for receipt of financial aid, or has financial aid eligibility suspended, the Director of Financial Aid will notify the student in writing. This notice will include information regarding the process by which the student may appeal for reinstatement.

Part 7. Appeals.

Any student who has been suspended from financial aid has the right to appeal their suspension status based on unusual or extenuating circumstances that are beyond the control of the student and were not present at the time of initial enrollment.

Some examples of acceptable reasons may be:

- A. Documented death of a close relative.
- B. Documented personal illness, hospitalization or injury.
- C. Military leave.

Some examples of unacceptable reasons for appeal may be:

- A. Pre-existing conditions that affect student performance.
- B. Poor personal decisions concerning attendance, time or money management, relationships, or poor student habits.

All appeals must be submitted in writing on a Financial Aid Appeal form available from Student Services with supporting documentation attached. The Director of Financial Aid, or a designee will approve or deny appeals as they are submitted. Results of an appeal will be sent to the student in writing. Any student whose appeal is denied by the Director of Financial Aid, or a designee, has the right to appeal the denial to the Financial Aid Appeals Committee. The Financial Aid Appeals Committee will use the same criteria in rendering its decision.

Part 8. Reinstatement.

To reinstate financial aid eligibility, a student must complete the Academic Standing/Financial Aid Suspension Reinstatement Appeal process and have that appeal approved. Students may also have their financial aid eligibility reinstated by meeting the financial aid satisfactory academic progress cumulative 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.

Part 9. Additional Elements

Subpart A. Treatment of grades:

Courses for which a student receives a letter grade of A, A-, B+, B, B-, C+, C, C-, D, S, or P 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, IP, N, NC, W, F, FN, FW, or Z will be treated as credits attempted but not successfully completed.

Subpart B. Academic Amnesty:

Academic amnesty is not applicable to financial aid satisfactory academic progress. All attempted credits at DCTC and accepted transfer credits are counted toward financial aid satisfactory academic progress.

Subpart C. Audited Courses:

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

Subpart D. Consortium Credits:

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

Subpart E. Remedial/Developmental Credits:

Remedial/developmental credits are included in the cumulative GPA and completion percentage measurement of financial aid satisfactory academic progress. Remedial/developmental credits will increase the length of the program of record when calculating maximum time frame by a maximum of 30 credits of remedial instruction.

Subpart F. Repeated Credits:

Students are allowed to repeat a course as often as allowed by the academic policies of DCTC. All attempted repeated credits will be counted toward the completion percentage. Upon submission of the repeat form to the Registrar, only the highest repeated grade will be counted toward the cumulative GPA measurement.

Subpart G. Transfer Credits:

Transfer credits accepted by DCTC and applied toward a student's degree, diploma, or certificate requirements to graduate will apply toward the maximum time frame calculation.

Subpart H. 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 impact GPA, but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.