

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 require DCTC to 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 require DCTC to 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.

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 suspension and probation

1. **Maximum Time Frame Failure.** Students who have reached or exceeded the maximum number of credits needed to complete their program of record will be suspended from financial aid eligibility. Changing majors, withdrawing from courses and/or repeating courses can contribute to suspension of financial aid based on the standards for maximum time frame.
2. **Qualitative Standard (GPA) or Quantitative Standard (Completion Percentage) Failure.** Any student who fails to meet the qualitative or quantitative measure at the time of evaluation will be placed on financial aid probation immediately. Students will be eligible for financial aid during this probationary term. Any student who fails to meet the qualitative or quantitative measures at the end of the probationary period will have financial aid eligibility suspended immediately.
3. **Reinstatement of Students on Probationary Status.** If at the end of the probationary period a student who has been on probationary status has met the cumulative qualitative and quantitative standards of the college, the college will reinstate the student's eligibility for financial aid.
4. **Suspension of Students on Probationary Status.** If, at the end of the probationary period, a student who has been on probationary status has not met the cumulative qualitative and quantitative standards of the college, the college will suspend the student immediately upon completion of the evaluation.
5. **Continuation of Students on Probationary Status.** If at the end of the probationary period a student who has been on probationary status has met the cumulative qualitative and quantitative standards of the college for all courses in which the student was enrolled during the probationary period but has not met college cumulative standards, the college will permit the student to retain financial aid eligibility under a "continued probation" status, until such time as:
 - a. The student has met college cumulative qualitative and quantitative standards, at which time the student's financial aid eligibility will be reinstated, or

- b. The student fails to meet college qualitative or quantitative standards for the courses in which the student was enrolled during the probationary period, at which time the college shall suspend the student from financial aid eligibility immediately upon completion of the review, or
- c. The college determines that it is not possible for a student to raise the GPA or course completion percentage to meet the college standards before the student would reach the end of the program for which the student is receiving financial aid, at which time the college shall suspend the student from financial aid eligibility immediately upon

6. Continuation of students who successfully appeal suspension. Students who fail to make satisfactory academic progress and are suspended from financial aid eligibility have the right to appeal based on unusual or extenuating circumstances. If an appeal is approved, the college shall permit the student to retain financial aid eligibility under an appeal status for one semester. At the end of the appeal period, a student who has met the minimum academic standards for that period shall have the appeal status extended for an additional semester. A student who fails to meet the minimum academic standards during the appeal period shall be removed from appeal status and financial aid eligibility shall be suspended.

Subpart B. 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, previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; 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 probationary status for receipt of financial aid, or has financial aid eligibility suspended, the Director of Scholarships and 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 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 in Student Services with supporting documentation attached. The Director of Scholarships and 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 Scholarships and 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, B, 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 or Z will be treated as credits attempted but not successfully completed.

Subpart B. Academic Amnesty:

Academic amnesty is not available to financial aid recipients. All attempted credits at DCTC 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. If at the point of admission a transfer student's prior academic record does not meet the college's minimum cumulative qualitative or quantitative satisfactory academic progress standards, DCTC may immediately place the student in a probationary status for financial aid eligibility or suspend financial aid eligibility.

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.

Related Documents:

- DCTC Policy 2.9
- Minnesota State Policy 2.9
- Minnesota State Procedure 2.9.1
- [Procedure](#)

Procedure History:

Date of Adoption:

Last Revision Date: 05/23/2017

Date most recent procedure revisions go into effect: 05/23/2017

Date and Subject of Revisions:

05/23/2017 – Updated format of procedure, removed “limited English proficiency” assistance from second paragraph Subpart A. Updated name of Center for Student Success and title of Enrollment Advisors.