

Procedure 2.9.1 Satisfactory Academic Standing Procedure

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 will be included under these requirements in the GPA and excluded from the completion percentage calculations.

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, and tutoring. To arrange for extra help, students should call (651) 423-8420 or stop by the Center for Student Success.

Advisors are available to help students with academic concerns. Call (651) 423-8000 or stop by the Enrollment Services Office to schedule an appointment with one of the Academic and Financial Aid 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.

Related Documents:

DCTC Policy 2.9

Minnesota State Policy 2.9 Procedure

Responsible Administrator: Associate Vice President of Student Affairs

Policy History:

Date of Adoption: 03/29/2012

Last Revision Date: 02/18/2020

Date most recent procedure revisions go into effect: 02/18/2020

Date and Subject of Revisions:

2020: Removal of Part 4. and adjusting Policy 3.6.2 (or 2.13.2) Academic Renewal to contain language and process as indicated in Part 4 of this policy.

05/23/2017: Updated format of procedure