

# Counseling & Career Center Information Sheet

Room 2400 West Campus ~ 651-779-3285

## Century College Standards of Academic Progress Effective May 2007

Century College wants every student to have a successful learning experience. The College maintains an open door admissions policy, assesses students admitted and provides developmental course work and other programs of assistance to support student success. However, students must perform at an acceptable academic level to continue enrollment. Students bear primary responsibility for their own academic progress. Students are encouraged to keep a file of their grades and transcripts.

The College is a publicly supported institution. Students pay approximately one-third of the cost of enrollment and Minnesota taxpayers pay approximately two-thirds of the cost. For students who are receiving financial aid, the taxpayer cost is even higher. (See Financial Aid for Students, regarding Student Academic Progress for maintaining need based awards.) The College has an obligation to follow rules and regulations set forth by the state and federal governments that provide accountability for taxpayers' investment in education and monitors acceptable academic progress of students.

To encourage satisfactory progress, the college will identify students who have difficulty successfully completing courses, and intervene early to suggest practices that may help students succeed. The Standards of Academic Progress Policy establishes specific standards that must be met by all students enrolled in credits courses at Century College. This policy is in compliance with MnSCU policy 3.17.

### The Century College SAP policy (3.17.4) is as follows:

A student has the responsibility to achieve minimum standards of academic progress, which are defined and measured by Century College in the following ways:

A cumulative GPA of 2.0, **and**  
A cumulative completion rate of at least 67% of credits attempted.

- 1. Grade Point Average (Qualitative Measure):** A student is required to maintain a minimum of a 2.0 cumulative grade point average on a 4.0 "A" to "F" scale.
- 2. Completion Rate (Quantitative Measure):** A student is required to maintain a completion rate of 67% of credits attempted cumulatively. A student's completion rate is calculated beginning with the first attempted credit and is calculated for grades A, B, C, D, and P. Courses for which a student receives a letter grade of I, W, F, and Z are considered credits attempted and not successfully completed.
- 3. Evaluation Period:** A student's academic progress is monitored at the end of each academic term (Fall, Spring, and Summer semesters) beginning with the first attempted credit.

**Academic Probation:** A student failing to meet the minimum cumulative qualitative (2.0 GPA) **or** quantitative (67% completion rate) standard of academic progress will be placed on academic probation for the next term of enrollment. A student on probation may continue attending school; however, the student is expected to take corrective actions. The student remains on probation as long as the cumulative GPA is below 2.0 **or** the cumulative completion rate is below 67%.

**Academic Suspension:** A student on probation failing to meet the minimum **cumulative** qualitative (2.0 GPA) or quantitative (67% completion rate) standard of academic progress during his/her next term of enrollment is immediately placed on suspension **unless the student meets:**

**Continued Probation Standards:** Students who, during their probationary period, earn a 2.0 **term** GPA **and** a **term** 67% completion rate but are unable to meet the cumulative standards will remain on continued probation until

- a. the student has met the qualitative and quantitative standards,

b. the student falls below standards for the term. Students who do not meet the continued probationary standards will be suspended.

**Notification:** A student will be notified in writing upon being placed on probation and the notice will inform the student of the conditions of the probationary period. A student will be notified in writing when placed on suspension and the notice will include the process by which the student may appeal for reinstatement.

**For the First Suspension:** The student may not attend school for one semester (not including summer term). After serving suspension, a student may be readmitted on probation after consulting with a counselor and obtaining a signed *Readmit Form*.

**For the Second and Subsequent Suspensions:** The student may not attend school for two semesters (not including summer term). After serving suspension, a student may be readmitted on probation after consulting with a counselor and obtaining a signed *Readmit Form*.

**Appeals:** In order to petition for a waiver of serving either a first or second suspension and to seek re-admittance for the next academic term, a student must complete an *Academic Plan* and a *Petition* with the help of a counselor. Please note: Final approval of all appeals rests with the Dean of Students.

**Continuation of Students Who Have Successfully Appealed:** During the term of appeal, the student who makes successful progress as described for the continued probation (2.0 GPA and 67% completion at the term level) but has not yet met the cumulative standards may continue to attend school. Students who do not meet the term standard will be again suspended.

**Additional Elements:**

**Treatment of Grades:** 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 as courses successfully completed.

Courses for which a student receives a letter grade of I, W, or F shall be treated as credits attempted but not successfully completed. Blank grades (Z) shall be treated as credits attempted but not successfully completed.

**Academic Forgiveness (or Amnesty):** Credits for which a student has been granted academic forgiveness *will not be used in the calculation* of both the qualitative and quantitative standard for academic progress. This differs from Financial Aid policy for Satisfactory Academic Policy.

**Course Repeats:** For a course that is repeated, the original grade will remain on the transcript but not be used in the GPA calculation. The original course credits remain in the number of attempted credits but are removed from the credits earned calculation. While this has no punitive impact on GPA, the percentage of completion will reflect the original course as attempted but not earned.

**Transfer Credits:** Transfer credits accepted by the institution shall not be counted as credits attempted for calculation of the cumulative completion percentage, and grades associated with these credits shall not be used in calculating the cumulative GPA.

**Withdrawals:** A student may withdraw from a course or courses after the posted drop period. A grade of 'W' is given and **will not** impact GPA negatively. But, a withdrawal **will** impact percent completion rate negatively as credits attempted and not earned are calculated in a student's percentage of completion.