

Polk State College Procedure

Subject	Reference	Date	Number
Standards of Academic Progress and Course Repeat Policy	DBOT Rule 4.27 DBOT Rule 4.30	10/4/16	5017

I. Purpose

To define the procedure implementing District Board of Trustees Rule 4.27 requiring the establishment of a system for monitoring students' academic progress at the postsecondary level.

II. General Description of the System

The system will:

- keep students informed about their individual academic progress on a term-by-term basis;
- ensure a reasonable standard of academic performance;
- comply, at a minimum, with federal regulations in regard to standards of academic progress for students receiving financial aid;
- and apply to all students enrolled in regular college-credit, vocational, and/or college-developmental courses.

III. Definitions

Add deadline: The date after which a student can no longer add courses for the term.

Drop deadline: The date after which a student can no longer drop courses without a financial obligation or transcribed record.

Withdrawal Deadline: The date after which a student can no longer withdraw or be withdrawn from a course, which is no more than the 70% point of the course. The student may withdraw or be withdrawn without academic penalty between the Drop deadline and the withdrawal deadline unless it is the student's third attempt or the student is required to maintain a full-time schedule, such as international students or athletes. Whether the student withdraws online or with an advisor, the student is responsible to know the financial aid and academic progress implications of withdrawing from classes.

Term Honors: Honors based on a grade point average (GPA) earned in one given term.

Graduation Honors: Honors based on an overall GPA at graduation.

Honors Program Graduate Designation: A graduation honor based on meeting the requirements of the Honors Program as published in this procedure.

Attempted Hours: Total credit hours attempted that are used in the set of courses grouped together to produce a GPA. This includes all courses for which the student is registered after the Drop deadline. For example, the term hours attempted include total credit hours for all courses attempted in the given term. Attempted Hours include grades of *I*, *F*, and *W* in addition to all passing grades.

Term GPA: Grade point average for all work attempted (that contributes to the GPA) for a given term.

Overall/Cumulative GPA: Grade point average for all college-level cumulative work attempted (that contributes to the GPA) since entering college, including transfer work from all previously attended institutions.

Transfer GPA: Grade point average for all cumulative work attempted that has been accepted in transfer to the College from other institutions that contributes to the GPA.

Local GPA: Grade point average for all cumulative work attempted at the College that contributes to the GPA.

Program GPA: Grade point average for all cumulative work that contributes to the completion of program requirements.

Other GPA: Any group of courses for which a GPA calculation provides value to the institution, such as a prerequisite GPA for a limited admissions program.

Term Hours Earned: Total number of hours in a given term for which a student earned a passing grade.

GPA Calculation

Grades and grade point values are:

A - Superior	4 Grade Points
B - Above Average	3 Grade Points
C - Average	2 Grade Points
D - Below Average	1 Grade Point
F - Failing	0 Grade Points
I - Incomplete	0 Grade Points
P - Passing	Does not contribute to the GPA
S - Satisfactory	Does not contribute to the GPA
U - Unsatisfactory	Does not contribute to the GPA
W - Withdrawal	Does not contribute to the GPA
X - Audit	Does not contribute to the GPA

1. For each course attempted that contributes to the GPA multiply the credit hours attempted x the grade point value for the grade earned as noted above. (Example: B in ENC 1101 = 3 credits x 3 grade points = 9 or C in HUM 2020 = 3 credits x 2 =6). This produces the quality points. Sum up all quality points.	Attempted Hours for a course x grade point value = Quality Points per course.
2. Add all quality points for all courses in the GPA. This equals the Total Quality Points.	= Total Quality Points
3. Divide the Total Quality Points by the Total Attempted Hours.	÷ Total Attempted Hours
4. This equals the Grade Point Average (GPA) which the system retains to three decimals. The GPA is not rounded up.	= GPA

IV. Grades

Grades are recorded on the student's permanent record in the Registrar's Office and are issued in the form of a transcript upon signatory request. Term grades are available online through the College's PASSPORT portal at no charge.

Final grades are based on any or all of the following: course assignments, special reports, research papers, course participation, laboratory or field work, and final examination. Specific grading policies and course requirements are provided by the instructor at the beginning of each course. Students who believe the final grade posted is in error should contact the professor to determine if the grade was correctly posted. If the grade was posted correctly, the student may discuss a possible grade change with the professor. Grade appeals must be filed on or before 30 calendar days after the start of the next major term. Petitions for withdrawal grades must be submitted within six months of the end of the term for which the petition is requested. Grades that contribute to a degree cannot be changed regardless of circumstances once the graduation audit is complete, which is approximately one month after graduation.

V. Use of the *F* Grade

The faculty is authorized to assign an *F* grade to course work which reflects unsatisfactory performance. The *F* grade will produce no credit and no grade points but will be calculated as part of the GPA. (See "GPA Calculation" in this procedure.) Students who withdraw as described in section VI "Withdrawing from a Course" will not be assigned an *F* grade.

VI. Withdrawing from a Course

A student may withdraw from a course between the Drop deadline and the withdrawal deadline. A faculty member may withdraw a student from a course between the Drop deadline and the withdrawal deadline for exceeding the attendance policy delineated in the faculty member's BCI or syllabus. The professor is not obligated to withdraw a student. In either case, the course remains on the student's transcript with a designation of *W* but does not contribute to the GPA. *W* grades do count negatively in the calculation of Academic Progress. After the withdrawal deadline, a student must be assigned a grade in the course, usually an *F*, for exceeding the attendance policy in the instructor's syllabus but may not be withdrawn. Students who are registered for a course for the third time may not withdraw or be withdrawn from the course.

The withdrawal date is approximately the 70% point of the term.

VII. Incomplete Grades

If a student cannot complete course requirements by the end of the term due to extenuating circumstances as verified by the faculty member, the instructor may assign a grade of *I* provided this occurs after the withdrawal date. If the extenuating circumstances occur prior to the withdrawal date, the student should be withdrawn from the course and not given a grade of *I*. The grade of *I* is calculated as an *F* in Standards of Academic Progress. Once the final grade is submitted, the Standards of Academic Progress are recalculated. The grade of *I* could impact eligibility for financial aid.

By assigning a grade of *I*, the professor indicates that the student has the potential to earn a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time agreed to by both student and instructor but no later than by the end of the next term. Furthermore, the professor assumes the responsibility for grading the additional work and completing a grade-change. If the student fails to meet the objectives by the conclusion of the following term, the *I* converts to an *F*.

When a faculty member has agreed to assign a grade of *I*, the “Incomplete Course Work Completion Plan” form available in the Academic Dean’s Office must be completed, signed, and filed with the appropriate Academic Dean.

Students who have applied for graduation in a given term must complete all required course work by the graduation date to have the graduation posted to the student record. An incomplete grade in a course needed for graduation would prohibit graduation from being posted; however, the student may still participate in the graduation ceremony.

VIII. Withdrawing for the Purpose of Military Service

Students who are active-duty military may from time to time be assigned to deployment abroad, local mobilization, or ordered to temporary assignments during the semester. Students regulated by these assignments may present their orders to their instructor and the Dean of Student Services associated with their assigned campus for special consideration. If the student is scheduled to be absent for a significant amount of time, academic considerations include but are not limited to: withdrawal at or after the deadline, drop with a refund after the deadline, a final grade given based on coursework submitted (if the withdrawal date for the class has passed and the professor deems it appropriate). All considerations will be evaluated on a case-by-case basis, and final determination will be in the best interest of the student based on the circumstances of the student’s registered classes.

IX. Credit Course Repeat Policy (Grade Forgiveness)

The College's Grade Forgiveness Policy allows students to repeat those courses in which they earn a grade of *D*, *F*, or *W*. Repeated courses can include transferred courses and courses taken at Polk State College. Students are allowed only three attempts in any one course: one initial enrollment and two repeats. The third attempt at a course is charged at a cost equal to the full cost of instruction. In certain circumstances, students may petition to repeat a credit course beyond the three attempts or petition to repeat a course in which a *C* has been earned

Students may petition for reduction of full cost-of-instruction fees for the third attempt of the course. Students should visit an academic advisor for details regarding this process.

Students are not allowed to withdraw from a third course attempt. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted to the student's transcript. Before repeating a course, students should consult the Financial Services Office to determine what impact, if any, repeating a course has on financial aid status

Although all course attempts appear on the transcript, only the highest grade earned is calculated in the cumulative GPA. Each grade counts in its respective term GPA.

X. Academic Amnesty Policy

Academic Amnesty allows students an opportunity to remove poor grades previously earned from counting on their Polk State College grade point average (GPA) to assist in meeting the minimum GPA for graduation or being competitive in certain limited admission programs. Students who have changes in their career goals or have experienced extraordinary life situations that affected their academic performance may petition for Academic Amnesty under the following conditions:

1. The student has not attended college at Polk State for at least one full year.

2. After a period of absence of at least one full year, the student has completed 12 college credit hours with at least a 2.00 term GPA.
3. The student's overall GPA is less than 2.0 after the 12 completed credit hours in (2) above.
4. The student may apply for amnesty for terms that are older than 5 years from the date of petition.
5. The student may apply for up to three terms on the student's Polk State College transcript, which includes native or transferred courses.
6. Only grades that are considered not passing qualify for amnesty, which include grades of *W*, *I*, *F*, and *D* where *D* is not a passing grade. Grades of *W* are considered for amnesty in cases where completion ratios are part of the admission criteria for a limited admission program.
7. Terms that are part of an earned degree do not qualify for amnesty.
8. Amnesty may be applied to a student record only one time.

The student must complete a petition with an advisor, and the advisor will submit the request to the Registrar to evaluate whether or not the student's request qualifies. Courses selected for academic amnesty are still applicable to the calculation of financial aid toward satisfactory academic progress. If a student is granted academic amnesty, this may be noted in the financial aid appeal process. (See VIII. Definitions of Academic Status in this procedure.)

XI. Repeatable Courses

A repeatable course is defined as a course that can be taken multiple times for credit each time. Multiple credits will be awarded only for courses which are designated as repeatable and will count in the term, program, and cumulative GPA until the maximum allowable repeats have been taken by the student. At that time the Credit Course Repeat Policy will be used for additional takes.

XII Academic Status

The term *Standards of Academic Progress* refers to the policies and procedures the College uses to define a student's progress as he/she completes academic course work at the College. The *Standards of Academic Progress* apply to each credit student and that student's full academic record regardless of the beginning date of attendance at the College.

Standards of Academic Progress are designed to help the student monitor progress and standing in regard to the GPA requirements and graduation requirements. The *Standards of Academic Progress* are not reflected on the student's official transcript, except in cases of suspension and dismissal. In determining academic progress, college credit, vocational credit, and developmental credit, all contribute to the academic status of the student.

The *Standards of Academic Progress* administered by Student Services differs from *Satisfactory Academic Progress Standards (SAP)* for financial aid eligibility, which is administered by Financial Services. The student may qualify to continue attending college and not qualify to receive financial aid.

The seven (7) levels of academic standing are:

- Good Academic Standing
- Academic Warning
- Academic Probation

- Academic Suspension
- Probation After Suspension
- Academic Dismissal
- Probation After Dismissal

The College helps students monitor their standing and progress. The Student Services Department and the Student Financial Services Office evaluate *Standards of Academic Progress* and *Satisfactory Academic Progress Standards (SAP)* three times a year: at the end of fall, spring, and summer terms. The Student Financial Services Office evaluates for the purposes of federal Title IV financial aid eligibility. The Student Services Department evaluates for purposes of determining the student's academic standing as it relates to successful program completion.

At any time the student fails to maintain good academic standing, the student will receive communication regarding his or her academic status, what is required to return to good academic standing, and the effects of such status on the student's federal Title IV financial aid eligibility. Communication is sent to the student's institutional e-mail address. The e-mail will identify whether the status refers to *Satisfactory Academic Progress Standards* (Financial Services Office) or *Standards of Academic Progress* (Students Services Office).

Standards of Academic Progress and *Satisfactory Academic Progress Standards* are imposed from the first earned credit hour at Polk State College and includes all valid transfer credit.

Satisfactory Academic Progress Standards (SAP)

To maintain SAP toward degree completion, the student must progress through program requirements at a rate that ensures educational program completion within the maximum timeframe of 150% of the length of the program. If the student's completion calculation equals less than 66 2/3%, the student is not maintaining SAP. SAP is calculated as follows:

Cumulative number of hours (not including college developmental courses) student
successfully earned

divided by

Cumulative number of hours (not including college developmental courses) the
student attempted

Developmental Definition: Developmental courses are remedial courses that are not college level and do not count toward the completion of a college degree or program. Developmental courses do not count toward the overall cumulative GPA. Developmental courses do count in the term GPA and as such contribute to the student's *Satisfactory Academic Progress Standards* and *Standards of Academic Progress*.

TRANSFER STUDENTS

The College welcomes transfer applicants with demonstrated success at other institutions. Students who transfer from other institutions are bound by the College's *Standards of Academic Progress* and may enter the institution under one of five (5) levels of status:

- Good Academic Standing
- Academic Warning
- Academic Probation
- Probation After Suspension

- Probation After Dismissal

Students who are on Academic Suspension at the institution from which they are transferring may not enroll at Polk State College in the term immediately following the term in which the suspension was incurred. A student may, however, enroll under the appropriate status in the next succeeding term or subsequent terms thereafter. Students who are on Academic Dismissal at the institution from which they are transferring may not enroll at Polk State College for one academic year after the term of dismissal. Students may appeal this rule to a Student Services Dean.

DEFINITIONS OF ACADEMIC STATUS

Standards of Academic Progress and Satisfactory Academic Progress Standards are imposed from the first earned credit hour including all valid transfer credit.

GOOD ACADEMIC STANDING - A student is in Good Academic Standing when all of the following conditions are met in the last term:

Standards of Academic Progress - Good Academic Standing

- The overall cumulative GPA at the end of the last term was 2.00 or higher.
- The student's cumulative hours earned are less than 50% of the cumulative hours attempted.
- Student does not fall into the academic status of warning, probation, suspension, or dismissal.

Satisfactory Academic Progress Standards - Good Academic Standing

- The student meets Good Academic Standing criteria as defined for *Standards of Academic Progress*.
- The student's cumulative hours earned are at least 66 2/3% of the cumulative hours attempted.

NOTE: If the student's term includes at least one college developmental course, the term's GPA and the overall cumulative GPA must be 2.00 or greater for Financial Aid Good Standing.

ACADEMIC WARNING - A student is placed on Academic Warning under any of the following conditions:

Standards of Academic Progress - Academic Warning

- The student's overall cumulative hours attempted are greater than 0, and the student's overall cumulative GPA is less than 2.00.
- The student's term hours earned are less than 50% of the term hours attempted.

Satisfactory Academic Progress Standards - Academic Warning

- The student falls into Academic Warning as defined by the published *Standards of Academic Progress*, or the student's term includes at least one college developmental course and the term GPA is less than 2.00.
- The student's cumulative hours earned are less than 66 2/3% of the cumulative hours attempted.

A student will remain on warning until he or she returns to Good Academic Standing or falls to Academic Probation. Students must obtain a completion rate of 66 2/3% and an overall GPA of 2.0 before regaining Good Academic Standing. Students who fall to probation are not eligible for federal Title IV financial aid. Students may appeal this policy. Students must seek alternate forms of assistance to pay for college if the appeal is not approved.

ACADEMIC PROBATION - A student is placed on Academic Probation under any of the following conditions:

Standards of Academic Progress Academic.

- The student is on Academic Warning and fails to earn a term GPA of 2.00 or greater.
- The student is on Academic Warning and has not maintained 66 2/3% earned to attempted hours in the term.

Satisfactory Academic Progress Standards Academic Probation

- The student falls into Academic Probation as defined by the published Standards of Academic Progress, or the student's term includes at least one college developmental course and the term GPA is less than 2.00.
- The student's cumulative hours earned are less than 66 2/3% of the cumulative hours attempted.

A student may register for courses on Academic Probation only after academic advising and with specific course approval. Students will remain on probation until they meet the requirements of Good Academic Standing. At that time, the student may be eligible for financial aid again.

ACADEMIC SUSPENSION - A student is placed on Academic Suspension under any of the following conditions that apply to the Standards of Academic Progress.

- The student is on Academic Probation and fails to earn a Term GPA of 2.00 or greater.
- The student is on Academic Probation and has not maintained 66 2/3% earned to attempted hours in the term.
- A suspended student may not enroll at the College for one term following suspension: fall, spring, or summer.

Probation After Suspension - A student is placed on Probation After Suspension under any of the following conditions that apply to the Standards of Academic Progress:

- The student is on Academic Suspension and has not attended for one term. A student will be permitted to register for courses on Probation After Suspension only after academic advising and with specific course approval. This status is approved by the Dean of Student Services. The student must maintain the requirements for probation status or be placed on Academic Dismissal for one academic year from the end of the term for which he or she was dismissed.

Academic Dismissal - The student is on Probation After Suspension under any of the following conditions that apply to the Standards of Academic Progress:

- The student fails to maintain the requirements for probation status.
- A student on Academic Dismissal may not enroll at the College for one academic year following the end of the term he or she was dismissed. A student must petition for readmission. To be considered, the petition must be submitted to the Dean of Student Services at least thirty (30) working days before the beginning of the term for which the student is seeking readmission. The student will be notified of the decision in writing.

Probation After Dismissal - The student is on Probation After Dismissal under any of the following conditions that apply to the Standards of Academic Progress:

- The student is on Academic Dismissal, has not attended for one academic year, and has received approval of his or her petition for readmission.

A student on Probation After Dismissal is permitted to register for courses only after academic advising and with specific course approval. The student must maintain the requirements for probation status. A student who fails to meet these requirements is again placed on Academic Dismissal and is considered for readmission only after a minimum of one year from the end of the term for which he or she was dismissed.

XII. Academic Honors

A. Term Honors

Term Honors for Full-Time Students: Students who earn 12 or more semester hours at the College with a GPA between 3.50 and 3.99 in either fall or spring terms will be placed on the Dean's List for that term and be notified. Students who earn 12 or more semester hours at the College with a 4.0 GPA in either fall or spring terms will be placed on the President's List for that term and will be notified.

Note: grades of *I*, *S*, *U*, or *W* do not count toward Term Honors. Term Honors are established at the end of the term when grades are posted. Term Honors are not recalculated based on grade changes.

B. Graduation Honors

1. A student who graduates from the College with a degree with one of the following GPAs:
 - a. Overall cumulative GPA of 3.50-3.74 – cum laude
 - b. Overall cumulative GPA of 3.75-3.89 – magna cum laude
 - c. Overall cumulative GPA of 3.90-4.00 – summa cum laude
2. Polk State College Collegiate High School and Chain of Lakes Collegiate High School: At the time of graduation, a student's total academic record for the ninth through the twelfth grade is reviewed to determine eligibility for recognition of outstanding academic achievement. If the weighted cumulative GPA meets the standards listed below on all classes and all graduation requirements have been met, the student will graduate from collegiate high school with the appropriate level of recognition.

Honors	3.200-3.499
Honors with Distinction	3.500-3.749
High Honors	3.750-3.999
High Honors with Distinction	4.000 and above

Valedictorian and salutatorian are honorary titles given to the top honor students of the class.

C. Honors Program

The Honors Program is designed for highly motivated and talented students who wish to be challenged by an intellectually stimulating academic program of study. Students must meet one of the following criteria to be admitted to the Honors program:

- Unweighted High School GPA of 3.5 or higher
- SAT combined score of 1100 or higher in Mathematics and Critical Reading
- ACT composite score of 25 or higher

- College GPA of 3.2 or higher, excluding college developmental courses
- CPT score of 100 or above on Sentence Skills and 100 or above on Reading
- PERT score of 120 or above on Writing and 120 or above on Reading.
- SAT Combined score of 1100 or higher in Mathematics and Critical Reading
- ACT Composite score of 25 or higher

NOTE: College placement test scores are used to place students before they register at Polk State College. Once a student has registered and taken classes at Polk State College, the Polk State College GPA takes precedence, and the student will be required to have a total Polk State College GPA of 3.2 or higher. Similarly, once a student has completed courses at Polk State College, the college GPA takes precedence over the high school GPA.

Students must earn a minimum of 18 credit hours with the Honors Program designation and graduate from Polk State College to complete the requirements of the Honors Program. Beginning with the Spring 2014 graduation, students must have a 3.2 GPA to graduate from the Honors Program.

IVX. Additional Information

Information about Standards of Academic Progress will be made available to students through a variety of means including, but not limited to, the following:

- College Catalog/Handbook
- Individual Student Communications
- College Website, including PASSPORT

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<i>Reginal T. Wehl</i>	<i>10/20/16</i>	<i>Reginal T. Wehl</i>	<i>10/20/16</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Holden</i>			<i>10/24/16</i>
President's Approval			Date