

## 2.9.2 Addendum to Satisfactory Academic Progress Procedure

### Part 1. Definitions.

The following definitions apply for purposes of this Procedure

**Course Repeats:** Course repeats means a course with the same course number and title that is attempted more than once.

**Academic Grading System:** Central Lakes College's grades which are given to students who attempt courses for credit.

**Last Date of Attendance:** The last date of attendance a CLC Instructor records for the student into eServices equating to the last day they were present in the course.

**Progression Courses:** Courses in which new course content is included each time the course is attempted by the student. These courses are individualized, self-paced courses in which the student will be presented with new content and materials each time they attempt the course.

**Credit:** The unit by which academic work is measured.

**Incomplete (I) Grades:** Students who are doing satisfactory work in a course, but cannot complete all requirements, may receive an incomplete (I) grade. An incomplete grade is given for significant personal circumstances such as serious illness or family emergency or call to active military duty. Documentation may be required. Incomplete grades are assigned at the discretion of the course instructor only after the midpoint of the course as indicated by the grading submission deadline for the semester. The student and the instructor must complete an "Application for an Incomplete Grade" for an "I" grade to be assigned. A completed copy of this contract will be kept on file by the Records and Registration Department and by the instructor. Students must complete all course requirements by the end of the following semester. Unfinished spring semester coursework must be completed by the end of the following fall semester. Incomplete grades that go unchanged by the end of the following semester will automatically be changed to "F" for failure. Students should be aware that college instructors are not obligated to give a grade of "I" nor is there an obligation on the part of the instructor to allow a full semester for completion of required work except for military active duty. If it is determined by the instructor that the student needs more than one semester to complete the work, a letter of support from a campus dean is required to be attached to the application. If the required work is not completed within the allotted time, the instructor may change the grade from an "I" to an "F" the day following the deadline established by the instructor. When the student has completed the necessary work to earn a grade, the instructor may submit a grade change form to the Records and Registration Department.

**Audit (AU) Grades:** The "AU" grade means the student has audited the class. At the time of registration the student must indicate that he/she chooses to audit a class. The audit permits attendance and participation in course activities. No credit is earned for an audited course, and financial aid does not cover the course. However, tuition and fees remain the same. Regular attendance without registration is not permitted.

**Earned Credits:** Successfully completed credits.

**Grade Point Average: (GPA):** GPA is determined by adding all grade points earned and dividing by the sum of all credits attempted in courses where letter grades of "A", "B", "C", "D", or "F" were received.

**Never Attended (FN) Grades:** FN Grades have no impact on a student's grade point average, but do count as a credit attempted but not earned. FN Grades are assigned when an instructor indicates that a student never attended the course in eServices.

**Registered Credits:** The total number of credits for which a student is officially enrolled at the end of the registration drop/add period of each semester.

**Satisfactory (S) Grades:** "S" grades indicate the student met the standards for and completed the internship or "internship-like experience. "S" grades do not affect grade point average calculations.

**Unofficial Withdraw (FW) Grades:** FW Grades have no impact on a student's grade point average, but do count as a credit attempted but not earned. FW Grades are assigned when an instructor indicates that a student stopped attending the course in eServices.

**Unsatisfactory (U) Grades:** "U" grades indicate that the student did not meet the standards for and/or complete the internship or internship-like experience. Unlike the "F" grade, "U" grades do not affect grade point average calculations, but do affect completion percentage. "U" grades indicate the student did not complete the internship or internship-like experience.

## Part 2. Course Repeats

Central Lakes College shall allow students to repeat a course as many times as they wish. Only the highest grade attained will be counted towards their cumulative GPA Calculation. Repeated courses are included in the completion rate and maximum timeframe calculations. Unless listed in Subpart A, a student shall not be permitted to receive financial aid for more than one repetition of a previously passed course.

### Subpart A. Special Course Repeats:

The following courses are considered progression courses and are not subject to Part 2. policies in regard to counting them in the cumulative Satisfactory Academic Progress Progression as attempted but not completed, and will be eligible for Financial Aid each attempt. Progression courses must be approved by the CLC Academic Affairs and Standards Council (AASC) and contain detailed descriptions in the course outline that provide evidence of new instruction and learning occurring which increases in complexity of material and introduces new content in each course.

Course	Title	Credits
GLST 1421	Honors Global Studies: Nobel Conference	3
MAPS 1370	Open Lab	1-6 (Variable)
MUSC 1405	Central Lakes Jazz Orchestra	1
MUSC 1408	Central Lakes Wind Symphony	1
MUSC 1415	Brass Ensemble	1
MUSC 1418	Woodwind Ensemble	1
MUSC 1419	Percussion Ensemble	1
MUSC 1421	Cantare' Concert Chorale	1
MUSC 1431	CLC Choir	1
MUSC 1441	Applied Music Lessons - Guitar	1
MUSC 1464	Applied Music Lessons - Brass	1
MUSC 1475	Applied Music Lessons - Woodwind	1
MUSC 1477	Applied Music Lessons-Bass Guitar	1
MUSC 1481	Applied Music Lessons - Piano	1
MUSC 1485	Applied Music Lessons- Percussion	1
MUSC 1491	Applied Music Lessons - Voice	1
ENGL 1510	English for Academic Purposes	3
THTR 1466	Acting Lab	1
THTR 1471	Theatre Production Lab	1
GDES 2352	Shop Internship	1-12

**Part 3. Academic Grading System**

The Central Lakes College operates on a semester system. Courses with grades of AU, FN, FW, I, NC, P, S, U, W, and all transfer grades do not apply toward GPA calculations but are calculated as credits attempted but not completed. A cumulative 2.0 GPA is required for graduation. The following grades are used at Central Lakes College:

Grade	GPA	Description
A	4	Excellent
A-	3.67	
B+	3.33	Above Average
B	3	
B-	2.67	
C+	2.33	Average
C	2	
C-	1.67	
D+	1.33	Minimum Passing
D	1	
D-	0.67	
F	0	Failing (Courses #1000 level or above)
FN		*Never Attended
FW		*Unofficial Withdraw
AU		* Audit (Student generated within the first 5 days of the term)
I		* Incomplete
NC		* No Credit (Courses below #1000 level)
P		* Pass
S		* Satisfactory
U		* Unsatisfactory
W		* Withdraw (Student generated)

#### **Part 4. Last Date of Attendance Policy**

**Never Attended:** CLC Instructors shall indicate a student who has never participated in their course. As a result, an FN grade will be issued to the student. Students may petition the college to request the FN grade is changed to a “W” grade.

**For Land Based Courses,** participated is defined as – completing a course assignment, being in attendance, or submitting assignments for grading to their instructor.

**For Online Courses,** participated is defined as completing a course assignment, a discussion post, or submitting assignments for grading to their instructor.

**Stopped Attending:** CLC Instructors shall indicate a student has stopped attending if a student has not participated in the course in the past fourteen (14) calendar days (or as otherwise determined by the instructor and/or stated in the course syllabus). As a result, an FW grade will be issued to the student, and the last date of attendance will be entered for the student by the faculty indicating the last day they participated in the course. Students may petition the college to request the FW grade is changed to a “W” grade.

**For Land Based Courses,** participated is defined as – completing a course assignment, being in attendance, submitting assignments for grading to their instructor, or as prescribed by the instructor in the course syllabus.

**For Online Courses,** participated is defined as completing a course assignment, a discussion post, submitting assignments for grading to their instructor, or as prescribed by the instructor in the course syllabus.

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**Author: Nick Heisserer, Director of Enrollment Services**

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**Signature of College President: Hara Charlier**

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