



2.9.1 Satisfactory Academic Progress Policy-Academic and Financial Aid

Part 1. Introduction

Central Lakes College, MinnState Board Policy 2.9, Federal and State law require that a student make satisfactory academic progress toward a degree, diploma, or certificate to remain in good standing and/or receive financial aid. The standards defined below are cumulative and apply to all enrollment periods, regardless of whether a student received financial aid. Central Lakes College evaluates progress each term. The College believes that students are responsible for their academic progress and should seek assistance when experiencing academic difficulties.

Part 2. Qualitative Measure of Progress (Grade Point Average-GPA)

All students are required to maintain a minimum cumulative grade point average (GPA) of 2.0. Satisfactory Academic Progress (SAP) monitoring begins with the first attempted credit and will be reviewed once the student has attempted five (5) or more credits. Grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F will be included in the GPA calculation.

Part 3. Quantitative Measure of Progress (Completion Percentage and Maximum Timeframe)

Subpart A. Completion Percentage. All students must complete a minimum of 66.67% of their cumulative/attempted-registered credits. Monitoring begins with the first attempted credit and will be reviewed once the student has attempted five (5) or more credits. Grades of F, FN, FW I, N, NC, W, Z, and IP (or blank or missing) are treated as registered credits but NOT earned credits, thus negatively impacting the completion percentage.

Subpart B. Maximum Time Frame. All financial aid recipients are expected to complete their degree, diploma, or certificate at Central Lakes College within an acceptable time frame. The maximum time frame in credits for financial aid recipients is 150% of the published credit length of the program major. Financial aid recipients may continue to receive aid through their cumulative registered credits, which equal 150% of the required credits needed to complete their program at CLC. If the student is admitted into a new program of study/major, Central Lakes College will reevaluate the student's 150% eligibility status.

Part 4. Evaluation Period. The College evaluates satisfactory academic progress at the end of each term: fall, spring, and summer. Programs lasting less than one year will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated within the term in which they are transcribed (i.e., sessions that do not follow the normal start and end dates). After the spring semester, the College will evaluate the fall and spring semester status of all high school students with registered credits. After the spring semester, the College will

communicate to high school students their status as of the spring semester's end.

Part 5. Failure to Meet Standards

Subpart A: Warning

If, at the end of the evaluation period, a student has not met either the institution's cumulative GPA or cumulative completion percentage standard, the student will be placed on Warning for one evaluation period. Students on warning are eligible to register and receive financial aid.

If, at the end of the warning period, a student who has been on warning has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended, and the student is returned to good standing.

Subpart B: Suspension of Students on Warning Status

If, at the end of the warning period, a student who has been on warning status has not met the institution's cumulative grade point average and completion percentage standards, the student shall be suspended. Students on suspension are not eligible to register or receive financial aid.

Subpart C: Suspension of Students Not on Warning Status.

Suspension for Exceeding the Maximum Timeframe. If, at the end of the evaluation period, a student has failed to meet the institution's standard for measurement of the maximum timeframe, the student shall be suspended from financial aid eligibility.

Suspension for Inability to Meet Program Requirements within the Maximum Timeframe. If, at the end of the evaluation period, the institution determines it is not possible for a student to raise their GPA or course completion percentage to meet the institution's standards before the student completes the current program of study at CLC, the student shall be immediately suspended from financial aid.

Suspension for Extraordinary Circumstances. Institutions may immediately suspend students 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 receipt of financial aid.

Part 6. Appeals and Probation

Appeals. A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on specific, unusual, or extenuating circumstances causing undue hardship, such as a family death, a student's injury or illness, or other specific circumstances determined by the institution.

Appeals must be submitted using an electronic form linked in the email notifying students of their suspension status.

The appeal must include an explanation of the special, unusual, or extenuating circumstances that caused undue hardship and prevented the student from making satisfactory academic progress.

The appeal must include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress standards at the end of the next evaluation period.

Supporting documentation beyond the written explanation is strongly encouraged. An Appeal Committee will undertake initial consideration of appeals. If the appeal is denied, it may be resubmitted for consideration through another appeal committee, composed of the Dean of Enrollment Management or their designee.

Appeals that are approved must include an academic plan that, if implemented, ensures the student will meet satisfactory academic progress standards by a specific point in time.

Part 7. Probation

If a student's academic suspension appeal is granted, they will be on probation for their next term of attendance. At the end of the probation term, students who have not met the cumulative GPA and completion percentage requirements but have met the minimum semester standards (2.5 semester GPA and 100 percent semester course completion) or terms of the academic plan will be allowed to enroll and be eligible for financial aid the next term.

Part 8. Notification of Status and Appeal Results

The College will notify students in writing whenever a student is placed on warning, suspension, or probationary status.

Status Notification. Students are notified via their student email accounts when their satisfactory academic progress evaluation results in a warning, suspension, or probation. The notice outlines the current status and the conditions necessary to regain eligibility for registration and financial aid. A notice of suspension also includes the right to appeal and the process for doing so.

Appeal Result Notification. The institution shall notify a student via their student email account of the appeal's results. Approved appeals include the conditions under which the appeal was approved, as well as any additional conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for the denial and the process to appeal the denial.

Part 9. Reinstatement

A student whose academic and financial aid eligibility has been suspended may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been met. Neither paying for their classes nor sitting out for a period of time is sufficient to re-enroll.

Part 10. Treatment of Grades and Credits

Subpart A. Treatment of grades.

Courses for which a student receives a letter grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, S, 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, Z, F, FN, FW will be treated as credits attempted but not successfully completed. Audited courses (AU) are not included in the count.

Subpart B. Academic Forgiveness/Amnesty (forgiveness of prior grades).

Prior grades that have been forgiven are excluded from the grade point average (GPA) calculation, but are included in the completion rate calculation as attempted but not completed credits.

Subpart C. Audited Courses

Audited courses are not funded by financial aid and are not included in satisfactory academic progress calculations.

Subpart D. Consortium Credits

Credits for which a student is registered at another college that are accepted in transfer by this College and are included for purposes of processing financial aid at this College. These classes are included in satisfactory academic progress measurements.

Subpart E. Remedial/Developmental Credits

Developmental credits are those awarded for remedial coursework (i.e., below the 1000 level). Students may receive financial aid for developmental classes up to a maximum of 30 credit hours. These credits are included in the GPA but excluded from the satisfactory academic progress completion percentage calculation. Up to 30 developmental credits are excluded from the maximum timeframe calculations.

Subpart F. Repeated Courses

Courses may be repeated to improve the grade. Only the highest grade attained will be counted in the student's GPA calculation. Repeated courses are included in the calculation of completion rates and maximum timeframe calculations. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course.

Subpart G. Transfer Credits

Transfer credits accepted by the institution and applied by the institution toward a student's general educational program or degree requirements shall be applied toward the maximum timeframe calculation.

Subpart H. Withdrawals

Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. Thus, a "W" does not impact the GPA but does negatively impact the cumulative completion percentage.

Subpart I. Incompletes

The mark of "I" (Incomplete) is a temporary grade that is assigned only in exceptional circumstances. It will be awarded only to a student who, due to illness or other circumstances beyond their control, is unable to complete the work of a course on schedule. An "I" grade will automatically become an "F" grade at the end of the next term (excluding summer sessions) if the requirements to complete the coursework have not been met satisfactorily. Instructors have the option of setting an earlier completion date for the student.

Subpart J. In-Progress grade

The mark of "IP" is a temporary grade that is assigned only in extremely exceptional circumstances. It will be awarded only to a student who, due to illness or other circumstances beyond their control, is unable to complete the work of a course on schedule. The instructor should agree with the student on when the coursework shall be completed.

Subpart K. Transfer

Central Lakes College shall review and transfer all credits for which a letter grade was awarded in the course. These transfer credits will be evaluated using the same qualitative and quantitative measures as Central Lakes College credits.

Date of implementation/Presidential Approval: 10/1/2011

Date of last review: 7/31/2025

Updated April 2021 to reflect the MinnState requirement to exclude developmental/remedial credits from the completion percentage measurement.

Updated March 2022 to reflect CLC's policy on academic forgiveness/amnesty. Minor formatting changes were also made.

Updated August 2023 to reflect the change in the timing of evaluating Satisfactory Academic Progress for high school students.

Updated April 2026 to reflect the use of A+ grades.