



2.9.2 Addendum to Satisfactory Academic Progress Procedure

Part 1. Definitions.

The following definitions apply to this Procedure.

Course Repeats: Course repeats are courses with the same course number and title that are attempted more than once.

Academic Grading System: Central Lakes College assigns grades to students who enroll in credit-bearing courses.

Last Date of Attendance: The last date of attendance a CLC Instructor records for a student in eServices, corresponding to the last day the student was present in the course.

Progression Courses: Courses in which new course content is included each time the student attempts the course. These courses are individualized, self-paced, and present new content and materials each time students attempt them.

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, a family emergency, or a call to active military duty. Documentation may be required. Incomplete grades are assigned at the course instructor's discretion only after the course's midpoint, 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 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 instructor's part to allow an entire semester to complete required work, except for active military duty. If the instructor determines that the student needs more than one semester to complete the work, a letter of support from a campus dean must 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" on 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 indicates that the student audited the class. At the time of registration, the student must indicate that they are auditing 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 its cost. 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 do not impact 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 did not attend the course in eServices.

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

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 the calculation of the grade point average.

Unofficial Withdraw (FW) Grades: FW Grades do not impact 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 allows 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 calculation of completion rates and maximum timeframe. 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 regarding counting them in the cumulative Satisfactory Academic Progress. They will be considered as attempted but not completed, and will be eligible for Financial Aid on each attempt. Progression courses must be approved by the CLC Academic Affairs and Standards Council (AASC) and include detailed descriptions in the course outline that demonstrate new instruction and learning, increased material complexity, and the introduction of new content in each course.

Course	Title	Credits
AMSL 2414	Conversational ASL	1
ENGL 1510	English for Academic Purposes	3
GDES 2352	Shop Internship	1-12
GLST 1421	Honors Global Studies: Nobel Conference	3
MAPS 1370	Open Lab	1-6 (Variable)
MUSC 1404	Raider Jazz Collective	1
MUSC 1405	Central Lakes Jazz Orchestra	1
MUSC 1407	Raider Concert Winds	1
MUSC 1408	Central Lakes Wind Symphony	1
MUSC 1415	Brass Ensemble	1
MUSC 1418	Woodwind Ensemble	1
MUSC 1419	Percussion Ensemble	1
MUSC 1420	Central Lakes String Orchestra	1
MUSC 1421	Chamber Singers	1
MUSC 1431	CLC Choir	1
MUSC 1441	Applied Music Lessons - Guitar	1
MUSC 1455	Voice Training	2
MUSC 1464	Applied Music Lessons - Brass	1
MUSC 1468	Applied Music Lessons – Strings	1
MUSC 1472	Raider Sports Band	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
MUSC 2470	Applied Music – Jazz Improvisation	1
MUSC 2471	Applied Music - Conducting	1
PHED	All Varsity Sports	1
THTR 1466	Acting Lab	1
THTR 1471	Theatre Production Lab	1

Part 3. Academic Grading System

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 contribute to GPA calculations but are included as credits attempted but not completed. A cumulative GPA of 2.0 is required for graduation. The following grades are used at Central Lakes College:

Grade	GPA	Description
A+	4	Excellent
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 Withdrawal
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 have the FN grade changed to a "W."

For Land-Based Courses, participation is defined as completing a course assignment, being in attendance, or submitting assignments for grading to the instructor.

For Online Courses, participation is defined as completing a course assignment, posting a discussion, 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 faculty will enter the student's last date of attendance, indicating the last day they participated in the course. Students may petition the college to have the FW grade changed to a "W."

For Land-Based Courses, participation is defined as completing a course assignment, attending classes, submitting assignments for grading to their instructor, or as prescribed in the course syllabus.

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

Date of implementation/Presidential Approval: 7/1/2014

Date of last review: 7/31/2025

Last updated to include all Varsity Sports as repeatable: 06/09/2023

Last update to change the name of the MUSC 1421 course: 10/22/2024

Last update added A+ grade 5/1/2026