

Title: STANDARDS OF ACADEMIC SUCCESS AND  
FINANCIAL AID ELIGIBILITY

Code: FF0900

Policy Reference: D0800, Graduation Requirements; F0900, Standards of Academic  
Success, FO500

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**I. PURPOSE**

Standards of Academic Success provides students who are having academic difficulties with a framework for knowing when assistance and specific support services are needed to ensure success in meeting their educational goals. To graduate, students must satisfy course and credit requirements for the degree or diploma they seek. A cumulative grade point average (GPA) of 2.0 is required for graduation.

The MATC Standards of Academic Success define the requirements students must meet to maintain satisfactory academic progress and financial aid eligibility. They also establish a formal process to identify, notify, and provide assistance to students who fall below required academic standards as well as provide the appeal process. The Standards of Academic Success applies to all students enrolled in, diploma and degree programs.

**II. ACADEMIC STANDARDS**

Standards of Academic Success (SAP) shall be triggered three times a year. Student's academic status will be calculated after the end of the fall, spring, and summer semesters. Grade changes and completion of incomplete grades will be calculated the following semester. This calculation includes:

1. Semester Grade Point Average (GPA) based on courses completed at MATC during the semester being evaluated
2. Cumulative GPA based on all courses completed at MATC
3. Semester course completion rate (percentage of credits completed out of credits attempted at MATC for the semester being evaluated)
4. Cumulative course completion rate (percentage of credits completed out of all credits attempted at MATC).

Approving Authority:

Vicki Martin  
Executive Vice President and ProvostOriginal Adoption: 2/3/00  
Revised/Reviewed: 12/12/11

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After the calculation, students will be placed on good academic standing, academic warning, academic probation, and academic probation with monitored academic plan. These students are financial aid eligible (Title IV) Programs) as long as they can complete their academic program within the maximum timeframe. The maximum timeframe is the period of time that is no longer than 150% of the length of the academic program. For example, the registered nursing program requires 70 credits to graduate. Total credits to graduate (70) times 150% is 105 credits. This means that the student must complete the program within the 105 credits to be eligible to receive financial aid. The 105 credits include all transferred, attempted, and completed credits.

To remain in Good Academic Standing, a student must maintain:

1. Minimum 2.0 Semester Grade Point Average
2. Minimum 2.0 Cumulative Grade Point Average
3. Minimum 67% Semester Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)
4. Minimum 67% Cumulative Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)

Students may be eligible to receive Title IV and state financial aid while on good academic standing.

If a student does not meet these standards, the following will occur:

Academic Warning (Financial Aid Warning):

- As a consequence of failing to meet the standards for Good Academic Standing, students will have their status changed to Academic Warning at the end of the semester being evaluated and will receive written notification from the registrar.
- Students on Academic Warning will not be restricted in the number of credits that they can take.

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- Students who achieve a semester and cumulative grade point average of at least 2.0 and a semester and cumulative completion rate of 67% will return to Good Academic Standing.
- Students who do not achieve a semester and cumulative grade point average of at least 2.0 and a semester and cumulative completion rate of 67% will go to Academic Suspension.
- Students cannot be on Academic Warning consecutively (two semesters in a row).
- Students may not appeal their Academic Warning status.
- Students may be eligible to receive Title IV and state financial aid while on academic warning.

Academic Suspension (Financial Aid Suspension):

- As a consequence of failing to meet the requirements to return to Good Academic Standing, students on Academic Warning will be placed on Academic Suspension. Students will be notified by the registrar of their change in status.
- Once suspended, to be considered for re-enrollment, a written appeal must be filed by the due date.
- Students will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement.
- Appeals will be reviewed for reinstatement by the Academic Appeals Committee established by the Vice President of Student Services.
- Students whose appeals are granted will be placed on Academic Probation.

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- Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. After sitting out for one semester, students must initiate the appeal process for re-enrollment.

Students suspended are not eligible for enrollment or financial aid.

**Academic Probation (Financial Aid Probation)**

- Upon successful appeal of their suspension status, students will be reinstated with Academic Probation status and will be limited to a maximum of six counselor-approved credits.
- Students must achieve a semester and cumulative grade point average of at least a 2.0 and a semester and cumulative completion rate of at least 67% to return to Good Academic Standing.
- Students who do not achieve a semester and cumulative grade point average of at least 2.0 and a semester and cumulative completion rate of 67% will return to Academic Suspension.
- Students cannot be on Academic Probation consecutively (two or more semesters in a row).
- Students may be eligible to receive Title IV and state financial aid while on academic probation.

**Academic Suspension (Financial Aid Suspension)**

- As a consequence of failing to meet the requirements to return to Good Academic Standing, students on Academic Probation will be placed on Academic Suspension. Students will be notified by the registrar of their change in status.
- Once suspended, to be considered for re-enrollment, a written appeal must be filed by the due date.

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- Students will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement.
- Appeals will be reviewed for reinstatement by the Academic Appeals Committee established by the Vice President of Student Services.
- Students whose appeals are granted will be placed on Academic Probation with Monitored Plan.
- Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. After sitting out for one semester students must initiate the appeal process for re-enrollment
- Students suspended are not eligible for enrollment or financial aid.

#### **Academic Probation with Monitored Plan (Financial Aid Probation with Monitored Plan)**

- As a consequence of failing to meet the requirements to return to Good Academic Standing, students on Academic Probation will be placed on Academic Suspension. Students will be notified by the registrar of their change in status.
- Students will need to appeal and if the appeal is granted, students will be placed on Academic Probation with Monitored Plan and will be required to follow an academic plan that is developed by their counselor.
- Students will be monitored each semester and any deviation from the plan may result in suspension.
- Students on this status must achieve a 2.0 semester grade point average and a 100% semester completion rate to remain on this status and avoid returning to Academic Suspension.
- Students will return to Good Academic Standing when they meet both semester and cumulative requirements, as defined by the standards for Good Academic Standing.

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- Students may be eligible to receive Title IV and state financial aid while on academic probation with monitored plan.

### III. ADMINISTRATIVE REVIEW AND APPEALS

Students will be notified, in writing, after final grades are submitted each semester and their academic standing has been calculated. The notification will explain specific appeal procedures. The decision of the Appeals Committee is final.

### IV. DEFINITIONS

Credits Attempted means the number of credits in which a student is enrolled on or after the first day of class (es). This does not include any credits dropped before the start of the semester.

Credits Accumulated means the credits for all courses in which the student received a final grade of "U" or above.

Grade Point Average (GPA) is computed by dividing the cumulative grade points by cumulative credits attempted.

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Overall success is affected by the grades received in coursework. Grades other than "A" through "D" will have an adverse affect on your academic progress.

<b>GRADE</b>	<b>GRADE POINTS</b>	<b>STATUS SYMBOLS</b>
A	4.00	<b>AU</b> = AUDIT
A-	3.75	<b>CR</b> = CREDIT BY EXAM OR EXPERIENTIAL LEARNING
B+	3.25	<b>I</b> = INCOMPLETE
B	3.00	<b>IP</b> = IN PROGRESS
B-	2.75	<b>P</b> = PASS
C+	2.25	<b>R</b> = REPLACE
C	2.00	<b>TR</b> = TRANSFER COURSE
C-	1.75	<b>U</b> = UNSATISFACTORY
D+	1.25	<b>WE</b> = WORK EXPERIENCE
D	1.00	
D-	.75	
U	0	

Incompletes: Students may be given an incomplete ("I") if they have satisfactorily carried a course until near the end of the semester and if they have made arrangements to complete the course requirements prior to the end of the following semester. An "I" which is not removed within one semester will be considered a U for scholarship purposes and it will be counted as non-completion when calculating a student's academic standing.

Repeated Courses: Students may repeat courses which they previously completed and for which they received a grade. The initial grade and all subsequent grades will remain a part of the students' permanent record. The cumulative grade point average of a student will reflect the total number of credits attempted and the total number of grade points earned. (This will only reflect the highest grades earned for each repeated course and a single credit value for that course.) A student's final grade point average will reflect the highest grade earned in the course.

Student-Initiated Withdrawals: The last day students may voluntarily withdraw from a course is two weeks before the last day of the semester. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the session. In extenuating circumstances, the withdrawal cutoff date may be

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overridden with the approval of both the instructor and the associate dean. Students who do not report for the final examination and who do not formally withdraw nor arrange for an incomplete grade should be given a "U" grade for the course.

Official Grade: If the withdrawal occurs after the refund period as mandated by the WTCS Board, a final grade of "W" appears on the student's official transcript and grade report and is included in the calculating a student's academic standing.

Financial Aid Note: To be included in the percent of load computation for financial aid purposes, developmental courses must have a credit value and have been designated as financial-aid-eligible for the specific program major in which the student is enrolled.

Office of Responsibility: Executive Vice President