# Standards of Academic Progress for Students

### 1. PURPOSE

The purpose of this policy is to establish standards for evaluating students for satisfactory academic progress for credit-bearing courses and programs at Northern Pennsylvania Regional College ("NPRC" or the "College")

### 2. SCOPE AND APPLICABILITY

All students in credit-bearing courses and programs are subject to the conditions set forth in this policy.

### 3. REFERENCES

3.1 CLDR-1110: Policy Review Schedule

3.2 NPRC-3245: Assignment and Use of Grades

### 4. DEFINITIONS

4.1 Quality points are the cumulative points used to calculate GPA. Quality points are assigned to each credit as follows: Four points for A; three points for B; two points for C; one point for D; and zero points for F. Quality points are not assigned to any other grades.

4.2 An academic year is defined by the period beginning with the fall term of one calendar year and ending at the conclusion of the summer term of the following calendar year. Specific dates for each term are established by the academic calendar.

4.3 The Academic Calendar defines the landmark dates that drive the day-to-day business of the College and establishes significant enrollment and academic progress reporting dates.

4.4 Academic progress is a measure of a student's overall achievement and advancement toward successful degree or certificate completion. At the conclusion of each academic term, students are assigned a designation of Good Standing or Not in Good Standing as an indicator of their overall academic progress.

4.5 Academic status is a measure of a student's academic term performance and its impact

upon the student's overall progress toward successful degree or certificate completion. This includes assigned statuses of satisfactory academic progress, academic warning, academic probation, and academic suspension.

4.6 Credit hours earned for purposes of assigning academic progress and academic status includes all credit hours with an assigned grade of A, B, C, D, P, or TR, excluding grades for courses for which the D/F repeat rule applies.

4.7 Credit hours attempted for purposes of assigning academic progress and academic status includes all credit hours for which a grade of A, B, C, D, or F is assigned, including grades for courses for which the C/D/F repeat rule applies.

4.8  Restricted Probation is a one-term extension of academic probation status.

## 5. POLICY

5.1 Students are encouraged to maintain continuous enrollment. To maintain the pace necessary for completing an associate degree within two years of the start of enrollment, students are encouraged to complete 30-32 credit hours per academic year.

5.2 Students must earn a minimum cumulative grade point average of 2.00 to successfully complete a Certificate or Associate Degree.

5.3 Total credit hours considered for degree completion include total credit hours earned; credit hours with an assigned grade of P, Pass; transfer credit hours awarded; and prior learning credit hours awarded.

5.4 Student academic progress and status may impact progress toward degree, incur financial obligations to the institution, or result in other consequences.

5.5 At the conclusion of each academic term, students are assigned an academic progress designation of good standing if they meet the following criteria:

5.5.1   Have a minimum cumulative GPA of 2.0 in all credit hours attempted and

5.5.2   Have grades of F or W in no more than 1/3 (33.3%) of the sum of credit hours with assigned grades of W and cumulative credit hours earned.

5.6 At the conclusion of each academic term, students are assigned an academic progress designation of Not in Good Standing if they do not meet the criteria provided by 5.5.

5.7 At the conclusion of an academic term, students in Good Standing will be assigned a status of satisfactory academic progress provided they have academic term GPAs of 2.0 or higher.

5.8 Students who completely withdraw during a term of enrollment earn no quality points, no credits earned, and no awarded term GPA.  For purposes of assigning

academic progress designation and academic status, students with no term GPA shall be treated the same as students with term GPAs less than 2.0.

5.9 At the conclusion of an academic term, students whose term GPA is less than 2.0 and/or who have more than 1/3 (33.3%) cumulative credit hours attempted with F or W grades will be assigned academic warning status, regardless of academic progress designation.

5.9.1 Students with academic warning status are permitted to enroll in no more than 12 credit hours without special permission.

5.9.2 Students may be assigned academic warning status for multiple terms, consecutively or non-consecutively.

5.9.3 Students with academic warning status are required to meet with their Student Engagement Specialist or other assigned advisor to create a plan for success which will be submitted to the Office of the Registrar for inclusion in individual student educational records prior to the start of the next term of enrollment.

5.10 Students with academic warning status will be assigned a status of academic probation at the conclusion of any subsequent term of enrollment if their term GPA is less than 2.0 and they are not in good standing.

5.10.1 Students must have been assigned academic warning status for the previously enrolled term to be assigned academic probation status.

5.10.2 Students with academic probation status are permitted to enroll in no more than 12 credit hours without special permission prior to the start of the next term of enrollment.

5.10.3 Students with academic probation status must meet with either the Director of Student Services, appropriate Academic Director, or their designee to create a plan for success which will be submitted to the Office of the Registrar for inclusion in individual student educational records.

5.10.4 Academic probation status will be revoked at the conclusion of the subsequent term of enrollment for students in good standing if their assigned academic status is satisfactory academic progress or academic warning.

5.11 Restricted Probation may be approved by the Director of Student Services, appropriate Academic Director, or their designee provided a mutually-agreed upon plan for continuing improvement is submitted to the Office of the Registrar for inclusion in the student's educational record prior to the start of the term for which the extension is awarded.

5.12 Students with academic probation status who do not meet the criteria required for an extension of academic probation status or the criteria for (a) good standing and (b) satisfactory academic progress or academic warning status at the conclusion of their next term of enrollment shall be assigned a status of academic suspension and shall be

ineligible for enrollment in the subsequent term.  At the time of assignment of academic suspension status, the student will be administratively dropped from any courses for which they are registered, and a hold will be placed preventing future registration.

5.12.1  Students must have been assigned a status of academic probation for at least the previously enrolled term to be assigned a status of academic suspension.

5.12.2  Students who seek reinstatement of eligibility for enrollment at the end of academic suspension status must submit a written request for consideration of reinstatement to the appropriate Academic Director no later than 20 business days prior to the last date for enrollment in the term for which the student wishes to enroll.

5.12.3  Prior to reinstatement of enrollment, students with assigned status of academic suspension must meet with the appropriate Academic Director or designee to discuss plans for successful return. That meeting will occur no later than 14 calendar days prior to the start of the term for which the student wishes to enroll.  As a result of the meeting, the appropriate Academic Director or designee will recommend approval or denial of the student's reinstatement to the Vice President of Academic and Student Affairs (VPASA).

5.12.4  The VPASA will approve or deny reinstatement of eligibility for enrollment upon receipt of the appropriate Academic Director or designee's recommendation. This decision shall be communicated to the Office of the Registrar and to the student via their college-assigned email account or U.S. mail prior to the registration deadline for the requested term of return and shall be considered final.  Any hold placed for a status of academic suspension shall be rescinded by the Registrar or designee upon reinstatement.

5.12.5  Students who are permitted to re-enroll after a suspension will be assigned a status of academic probation upon re-entry.

5.13  Academic progress and status are evaluated at the end of every term, including summer. Academic progress and status are not evaluated at the end of parts of term.

5.14  Students who are assigned a status other than satisfactory academic progress will be notified by the Registrar via their college email at least five calendar days prior to the start of the next term and may also be notified via USPS mail.

## 6.  RESPONSIBILITIES AND TIMELINES

6.1 Students are expected to communicate with their Student Engagement Specialist or other designated advisor and faculty regularly and to utilize student support services as recommended and available to maximize their potential for academic success and to remain in good standing. Available services include, but are not limited to, tutoring, academic advising, financial aid counseling, and assistance in identifying community

support resources.

6.2 Students are responsible for discussing the impact of a change in academic standing with appropriate college personnel.

6.3 The Registrar or designee will review student records after each academic term and determine the academic progress designation, academic status, and eligibility for enrollment in subsequent terms. They will provide the VPASA, Office of Financial Aid, appropriate Academic Director, Director of Student Services, and other appropriate college personnel, with a list of students who have been assigned statuses of academic warning, academic probation, or academic suspension at least five business days prior to the start of the next term.

6.4 The Director of Student Services or designee shall review the list of students assigned statuses of academic warning, academic probation, or academic suspension and ensure that students are provided with information about support services available to assist the student in improving their academic performance.

6.5 The Director of Student Services or designee shall submit a report to the VPASA or designee summarizing all interventions and results of those efforts to support students who have been assigned statuses of academic warning, academic probation, or academic suspension. This report shall be submitted by the end of the term for which the list of students assigned statuses of academic warning, academic probation, or academic suspension is applicable.

6.6 The appropriate Academic Director or designee approves requests to exceed the maximum credit hours of enrollment.

## 7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

## 8. SIGNATURES

*Signature on file*

_____   _____
Chairperson, Board of Trustees     Date

*Signature on file*

_____   _____
President                             Date


Revision Notes: Policy in Origination, Policy in Revision, Final Approved Policy (Select one that is reflective of the status of the policy being worked on) (normal formatting)