



Standards of Academic Progress for Students

1. PURPOSE

The purpose of this policy is to establish standards for evaluating academic progress and academic status for academic students at Northern Pennsylvania Regional College (“NPRC” or the “College”)

2. SCOPE AND APPLICABILITY

This policy is applicable to all academic students, referenced as students throughout this policy, faculty who instruct academic courses, and staff with associated logistical or student support responsibilities at NPRC.

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 NPRC-9345: Assignment and Use of Grades
- 3.5 NPRC-9415: Withdrawal

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 Grade point average (GPA) is an indication of a student’s academic achievement and is calculated as the total number of quality points earned divided by the total number of credit hours for which a grade of A, B, C, D, or F was assigned where the resulting decimal value is rounded to the nearest hundredth.
- 4.3 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.
- 4.4 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.

- 4.5 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.
- 4.6 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.
- 4.7 Credit hours earned includes all credit hours with an assigned grade of A, B, C, D, F, S, P, TR, CX, CP, or PL, excluding grades for courses for which the D/F repeat rule applies.
- 4.8 Credit hours attempted includes all credit hours with an assigned grade of A, B, C, D, F, S, U, P, I, TR, CX, CP, PL, or W, including grades for courses for which the D/F repeat rule applies.
- 4.9 Completion Rate is the ratio of credit hours earned to credit hours attempted, expressed as a percentage rounded to the nearest hundredth.
- 4.10 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.
- 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; and
 - 5.5.2 Have a minimum cumulative completion rate of 66.67%.
- 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 an academic term GPA of 2.0 or higher.

- 5.8 In alignment with NPRC-9415: Withdrawal, students who withdraw from all courses during a term of enrollment earn no quality points and no credit hours, resulting in no term GPA calculation. For purposes of assigning academic progress designation and academic status, students with no term GPA calculation 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 have a minimum cumulative completion rate less than 66.67% 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, Assistant Director of Student Engagement, or appropriate Academic Director 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 or the appropriate Academic Director 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 restricted probation 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 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 will recommend approval or denial of the student's reinstatement to the Vice President of Academic Affairs and Accreditation Liaison Officer (VPAA/ALO).
- 5.12.4 The VPAA/ALO will approve or deny reinstatement of eligibility for enrollment upon receipt of the appropriate Academic Director'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 each 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 Office of 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 progress or academic status with appropriate college personnel.

6.3 The Office of the Registrar 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 VPAA/ALO, Vice President of Enrollment and Student Services (VPES), Office of Financial Aid, Academic Directors, 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 students with improving their academic performance.

6.5 The Director of Student Services shall submit a report to the VPAA/ALO and the VPES 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 VPAA/ALO approves requests to exceed the maximum credit hours of enrollment.

6.7 The VPAA/ALO and VPES are jointly responsible for administration of this policy.

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
<i>Signature on file</i>	

President	Date

Revision Notes: Policy in Revision