



Hennepin Technical College

Chapter 2: Students

Academic Standing and Financial Aid

Satisfactory Academic Progress (SAP)

Adoption: 10/2/12
Revised: 3/7/16
Last Reviewed: 3/9/16 (AASC)
Cabinet Approved: 5/16/16
Next Review Date: 5/16/21
Authority: Statutory Regulatory Authority: 34CFR668.20
[MnSCU Policy 2.9](#)
Custodian of Policy: Provost

POLICY STATEMENT

Hennepin Technical College (HTC) requires that all students make satisfactory progress toward a degree, diploma, or certificate to remain in good academic standing. Additionally, federal and state laws require that a recipient of financial aid make satisfactory academic progress toward a degree, diploma, or certificate to remain eligible for financial aid. In compliance with federal and state laws and to implement college policy, HTC has established procedures defining the standards of academic progress for all students.

Students bear the primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

IMPLEMENTATION PROCEDURES

Purpose This policy and procedure sets forth the process to be used at HTC concerning satisfactory academic progress. Students bear primary responsibility for their own academic standing and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades, transcripts, and course syllabi.

Requirements The requirements for satisfactory academic standing are based on students meeting both a qualitative and a quantitative measure. Satisfactory progress will be measured after a student has attempted their first course.

Qualitative Measure All students are required to maintain a minimum cumulative 2.0 GPA (Note: A 2.0 GPA is required to graduate.)

Quantitative Measure All students are required to complete a minimum of 66.67% cumulative attempted credits.

Part 1. Implementation The academic standing of all students will be evaluated at the end of each term including the summer term as follows:



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Subpart A. Academic Warning

Students who fail to meet the minimum cumulative academic standing requirements that term will receive a warning email from the Dean of Enrollment Services and will be placed on academic warning for one term, commencing immediately.

Students experiencing academic difficulties are encouraged to use the resources available in the Centers for Student Achievement. Academic assistance includes support in the following: reading, communications, study skills, limited English proficiency, math, tutoring, and special accommodations.

Subpart B. Suspension

Students on warning who fail to meet the minimum cumulative academic standing requirements for a second consecutive term will receive a suspension letter from the Dean and will be subject to suspension commencing immediately. Suspended students who wish to remain enrolled at the college must successfully appeal the suspension in order to be reinstated. If the appeal is denied or not completed the student's registration will be cancelled. If students continue under an approved appeal, they will be placed on probation until the cumulative GPA reaches a 2.0 and the cumulative completion rate reaches 66.67%. If students are reinstated and placed on Academic Probation, they must meet the term conditions of their academic plan to avoid a subsequent suspension.

Subpart C. Academic Plan

Students who are reinstated following an academic suspension shall be required to have an academic plan approved by an HTC counselor. Such plans shall specify the required term completion rate, grade point average and registration requirements for the student. Completion of student success education coursework may also be added to the academic plan and shall become a requirement for returning to good standing. If students fail to meet the term standards, they will be suspended.

Subpart -D. Appeals

Students who fail to meet academic standing requirements and are suspended from enrollment have the right to appeal based on unusual or extenuating circumstances. Appeals which are denied may be submitted to the satisfactory academic progress appeals review committee for further review.



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Subpart E. Reinstatement

Students who have been suspended from enrollment may continue at the college after an appeal has been approved. If at any point it is determined that students will not be able to finish the required courses to graduate from their program within the 150% time frame, financial aid eligibility will be terminated immediately. Note: It is possible to be reinstated to good academic standing without being reinstated to financial aid Satisfactory Progress eligibility.