



## **SOUTH COLLEGE SATISFACTORY ACADEMIC PROGRESS**

(Effective Fall Quarter 2018)

A student must make measurable progress toward the completion of his/her course of study. Poor performance, such as failing grades or withdrawals from courses, may result in satisfactory academic progress issues. Successful completion of all scheduled courses each term is very important.

Minimum standards of satisfactory progress as defined in this catalog apply to all students. *Individual academic programs, particularly graduate programs, may require additional qualitative and quantitative standards for continued matriculation in those programs. Please see the catalog section and program handbooks for the chosen program and carefully review all requirements.*

For the purpose of determining whether or not a student is making such progress, the college has established minimum satisfactory progress standards that stipulate that students must meet required minimum standards according to a prescribed schedule in three areas for their current program.

- Maintain a minimum cumulative grade point average (CGPA);
- Maintain a minimum cumulative course completion rate (CCCR); and
- Complete program of study in not more than one and one-half times the required program length (maximum program length) measured in credit hours.

For purposes of satisfactory progress evaluation, all courses attempted in a quarter are included (i.e., on-ground, on-line, midquarter, full-quarter, etc.).

### *Maximum Program Length*

A student must complete the entire program in which he/she is enrolled within one and one-half times the normal program length as measured in credit hours or face suspension from the institution. Extension of the student's initial maximum time frame will be allowed for program changes and double majors. Students are allowed to appeal academic suspensions related to maximum program length.

### *Course Attempts*

All courses in which the student was enrolled after the drop/add deadline published for each quarter will be counted in the cumulative credit hours attempted. This includes letter grades of A, B, C, D, and F, the passing grade of P, an incomplete grade of I, and a withdrawal passing grade of W.

### *Course Repeats*

All repeated courses will be included in credit hours attempted. Earned credits (credit hours awarded for passed courses) will be counted only once regardless of the number of times a course has been repeated and passed. The last grade received will replace any previous course grades in the calculation of the cumulative grade point average unless the last grade is a W or N. When one of these is the last grade, the previous grade will continue to be used in the cumulative GPA calculation. Students may retake a course which has been successfully completed in order to improve their CGPA.

### *Incomplete Courses*

The credits for incomplete courses will be counted as hours attempted but not earned in the quarter of enrollment if the I grade is present at the time that progress is evaluated. Incomplete grades must be cleared by the end of the first week of the subsequent quarter (unless special approval is received from the campus Dean). An incomplete grade not cleared by the deadline will be changed to an F. If an incomplete grade is cleared to a passing grade,

the course credits will be counted as hours earned as well as attempted. The final grade awarded is included in the calculation of the cumulative grade point average.

*Transfer Students*

Transfer students will be considered to be making satisfactory progress at the time of their transfer to South College. Transfer credits awarded will be included in both hours attempted and hours earned for the purposes of satisfactory progress evaluation. Grades for transfer credits awarded from other postsecondary institutions are not included in the CGPA.

South College accepts transcripts for transfer credit evaluation throughout the students’ academic program with verification that all limits placed on total allowable transfer credits will not be exceeded. Transfer credits affect students’ cumulative course completion rate.

*Change of Program*

Students are allowed a maximum of two program changes unless approval is given. Changing from an associate level program to a baccalaureate level program in the same area is not considered a change of program. Program changes become effective at the beginning of the subsequent quarter that the program change form is completed. Satisfactory progress status is determined based on all courses attempted for the currently declared program and all transfer credits awarded for declared programs.

**Students Who Were Last Enrolled at South College Before October 1, 2018** - These students will have their prior satisfactory progress status carried forward. Their progress after that time will be evaluated based on the current satisfactory progress policy.

**MINIMUM STANDARDS OF SATISFACTORY PROGRESS**

Satisfactory academic progress is evaluated qualitatively, in terms of cumulative grade point average, and quantitatively, in terms of credit hours earned versus credit hours attempted at the end of each quarter. Students are evaluated based on the number of attempted credits associated with the ranges listed in the following tables according to the designated standard. These are minimum standards of satisfactory progress. Failure to satisfactorily complete scheduled courses in any term will hinder progress toward graduation and may result in satisfactory progress issues. Changes in Satisfactory Academic Process status are communicated to students in writing via letter. It is very important that the student report any changes in address to the Registrar’s office at the associated campus.

*Certificate Programs*

<b>Evaluation Checkpoint/ Credit Hours Attempted</b>	<b>Cumulative GPA Required</b>	<b>Cumulative Completion Rate Required</b>	<b>Result if Not Met</b>
1-24.99% of Program Length	1.00	30%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
25-49.99% of Program Length	1.50	50%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
50%+ of Length	2.00	66.67%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
100% Maximum Program Length	2.00	66.67%	Students in this category not meeting the minimum requirement are placed on SP Suspension.

### *Degree Programs*

<b>Evaluation Checkpoint/ Credit Hours Attempted</b>	<b>Cumulative GPA Required</b>	<b>Cumulative Completion Rate Required</b>	<b>Result if Not Met</b>
1-35.5 Credits Attempted	1.00	30%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
36-71.5 Credits Attempted	1.50	60%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
72+ Credits	2.00	66.67%	Students in this category not meeting minimum requirements are placed on one quarter of SP Warning. If the minimum requirements are not reached during that period, the student is placed on SP Suspension.
100% Maximum Program Length	2.00	66.67%	Students in this category not meeting the minimum requirement are placed on SP Suspension.

#### **SATISFACTORY PROGRESS WARNING**

Students not achieving the required minimum standards (either CGPA or CCCR) at the end of any quarter will be placed on satisfactory progress warning for one quarter. Students on satisfactory progress warning are eligible for federal financial assistance.

At the end of the warning term, if the student has not met the minimum CGPA and/or completion rate requirements, the student will be suspended from the college for failure to make satisfactory progress and at that time is not eligible for Title IV funds. Students in warning status that meet the cumulative minimum standards at the end of the warning term are considered to be making satisfactory progress.

#### **SATISFACTORY PROGRESS SUSPENSION**

Students not achieving the minimum standards (either CGPA or CCCR) at the end of a warning term will be placed on satisfactory progress suspension. Students reaching 100% of maximum program length with additional required courses will be placed on satisfactory progress suspension. In both cases, the student is not eligible for Title IV funds at the time of suspension. Students may appeal a satisfactory progress suspension. Please see the following section.

#### **APPEAL PROCEDURES/SAP PROBATION**

Students who wish to appeal a satisfactory progress suspension must contact the Dean of Academic and Student Services (Asheville) or the Dean of Student Services (Knoxville) who will provide the student with the appropriate forms to complete for the appeal. Appeals must be requested in writing per the deadline communicated in the suspension letter received for the upcoming quarter, or at least two weeks prior to any other quarter.

In addition to the required institutional forms for the appeal, the student must describe in writing the mitigating circumstances that had an adverse impact on satisfactory progress in the academic program. The following is an example list of mitigating circumstances.

- Death of an immediate family member
- Student illness requiring hospitalization (this include mental health issues)
- Illness of an immediate family member where the student is the primary caregiver
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer prior to the evaluation point
- Change in work schedule prior to the evaluation point

- Natural disaster
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from the Academic Advisor, Institutional Counselor, and/or a Professional Counselor

The student must also provide information as to changes made that will allow the student to meet minimum requirements. Appropriate documentation of all circumstances should accompany the appeal.

Once a written request and associated materials for appeal are received, a hearing will be scheduled with the Satisfactory Progress Committee at the designated campus.

The Satisfactory Progress Committee will determine if the appeal is granted or not. If the appeal is granted, an acceptable academic plan will be established if needed to facilitate program completion. When only one quarter of satisfactory performance is needed to regain Satisfactory Academic Progress, and academic plan will not be established. If an acceptable academic plan is approved, the student must agree with and sign the plan to evidence understanding of all requirements. Students with approved academic plans will be placed in probationary status for the duration of this plan. Students in this status are eligible to receive financial aid if otherwise eligible. Failure to meet the stipulations of an academic plan will result in dismissal and ineligibility to receive financial aid.

If a student appeals and is denied the appeal, or if a student fails to meet stipulations of an academic plan, he/she must remain out of school for at least two quarters. The student can then request an additional appeal for reinstatement, but will be required to demonstrate changes that have occurred that promote an increased possibility of success. If the appeal is granted, an acceptable academic plan will be established to facilitate program completion. If an acceptable academic plan is approved, the student must agree with and sign the plan to evidence understanding of all requirements. Students with approved academic plans will be placed in probationary status for the duration of this plan. Students in this status are eligible to receive financial aid if otherwise eligible. Failure to meet the stipulations of an academic plan will result in dismissal and ineligibility to receive financial aid. A student who subsequently fails to meet an approved academic plan may appeal a second time after six months.

If the appeal is denied a second time or the student fails to meet the stipulations of an academic plan for the second time, the student will be permanently dismissed. Exceptions must be approved by the Vice Chancellor of Institutional Advancement and Effectiveness.

Decisions of the Committee are communicated to the student both verbally following the hearing and via letter, with a copy retained in the student academic file. These decisions are normally considered final, however a student disagreeing with the action of the Committee may appeal the decision to the Vice Chancellor of Institutional Advancement and Effectiveness. The request for review and the associated reasons must be submitted in writing to the Dean of Academic and Student Services (Asheville, Nashville, and Atlanta) or the Dean of Student Services (Knoxville) within three (3) work days of the SAP Committee Hearing. The decision of the Vice Chancellor is final.