

Standards of Academic Progress

General — All Students

These standards of progress shall apply to all students unless otherwise noted.

Exceptions:

1. Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
2. Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
3. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

A. Standards of Progress Policy

Required GPA Levels for Students According to Number of Hours Attempted at Reid State:

1. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.
2. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.
3. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

B. Intervention for Student Success

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

C. Application of Standards of Progress

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Reid State, the student's status is clear.
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at Reid State, the student is placed on Academic Probation.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at Reid State but the semester GPA is 2.0 or above, the student remains on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at Reid State and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **SUSPENDED-ONE SEMESTER**.

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Reid State, the student's status is clear.

4. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL**.

The student who is readmitted upon appeal re-enters Reid State on Academic Probation.

5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at Reid State but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
6. A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one year suspension.

The student may appeal a one term or one year suspension.

7. The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC PROBATION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, OR ONE YEAR SUSPENSION-READMITTED ON APPEAL.**

D. Process for Appeal for Readmission

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

E. Definition of Terms

Grade Point Average (GPA): The grade point average based on all hours attempted during any one term at Reid State is based on a 4 point scale.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at Reid State is based on a 4 point scale.

Clear Academic Status: The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at Reid State.

Academic Probation:

1. The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at Reid State; or
2. The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at Reid State but whose semester GPA for that term was 2.0 or above.

One Semester Academic Suspension: The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at Reid State and whose Semester GPA for that term was below 2.0.

One Year Academic Suspension: The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at Reid State and whose Semester GPA for that term was below 2.0.

Appeal of Suspension: The process by which an institution shall allow a student suspended for one term or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

Students Under the Title IV Federal Financial Aid Programs (i.e., Pell Grant)

- A. To be eligible for Title IV Federal Financial Aid a student must meet all the requirements specified in the "Student Financial Assistance" section of this catalog and meet all the requirements specified in the preceding section (i.e., General — All Students).
- B. When a student who is eligible for Title IV Federal Financial Aid is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he/she makes the cumulative GPA required for the number of credit hours attempted at the institution or the semester GPA is 2.0 or above (based on at least 12 credit hours or above attempted at Reid State during that semester).

- C. Eligible students may receive Title IV Federal Financial Aid for a period of time not to exceed 1.5 times the normal length of a specific program (the “normal length” of a specific program will vary dependent upon whether the student is half-time, three-fourths-time, or full-time).
- D. Each student on Title IV Federal Financial Aid must earn each academic year two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed. For programs of one academic year or less, student progress will be measured prior to the end of the program. The normal length of time allowed for specific program completion is determined by the institution. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.
- E. Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid.
- F. A Title IV Federal Financial Aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance.

Veterans Benefits

To be eligible for Veterans Administration benefits, qualified students eligible for such benefits must meet the standards of progress requirements applicable to all students at Reid State (i.e., as specified in the sub-section General — All Students of this section on Standards of Progress).

Institutional Credit Courses

Institutional credit courses are those courses which are not creditable toward a formal award and which include training-for-business and training-for-industry courses and courses numbered below the 100 level.

Reid State may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP) (see policy on optional grades for institutional credit courses).

Special standards of progress for students enrolled in these courses are as follows:

1. A student who is enrolled in an institutional credit course and who receives a grade of U or IP for one semester may not take the course a second semester until he/she receives special academic advising.
2. After the second semester in which the student receives a grade of U or IP in the same course, the student must appeal through the institution’s appeal process before the student will be allowed to re-enroll in the course.

Prerequisites

A student who fails the first course of a sequence cannot take the succeeding courses before he or she has made up the failure. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the department chairperson, Admission/Placement Committee, or Dean of Instruction.

Credit by Examination Policy

Students may obtain college credit through examination for competencies gained from previous instruction, on-the-job training, or other instructional methods. To receive credit by examination, a student must comply with certain procedures. These procedures follow:

1. Be admitted to Reid State Technical College under the provisions of “clear status.”
2. Submit an application for credit by examination in English and/or math to the Testing Administrator. The Testing Administrator will ensure that all other required approvals are properly secured. The application must be submitted no later than the second day of the respective semester. Additionally, all examinations and approvals must be completed prior to the end of the respective drop/add period.
3. Pay, in advance of the examination, a \$25 examination preparation fee. Waivers for the examination fee may be granted for students enrolled in certain developmental courses required for nursing or for students entering the College under the provisions of an articulated school district.
4. Demonstrate that all pertinent prerequisites of the respective course have been met.
5. Enroll as a regular student in the respective course. This provision includes payment of the respective tuition charges and applicable fees for the course.