



**ACADEMIC &
FINANCIAL AID STANDARDS
OF
ACADEMIC PROGRESS**

STANDARDS OF ACADEMIC PROGRESS

Minimum Grade Point Average Requirement

A student will be placed on academic warning or academic suspension if they do not maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale for total hours attempted at LLTC.

** Credits transferred from other institutions as well as credits attempted at LLTC, excluding repeated credits.*

***Cumulative GPA at LLTC (excludes grades earned at previously attended institutions).*

Minimum Percent Completion

A student is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted at LLTC. LLTC uses cumulative credits successfully completed, divided by credits attempted at LLTC to measure a student's completion percentage. Attempted credits include classes completed with a satisfactory grade, classes with no grade, withdrawal or incomplete grades, and failed classes.

Progress

Cumulative values are used in determining if academic progress has been met. Students not meeting the cumulative minimum grade point average and/or the cumulative minimum percent completion requirements will be notified of their academic progress standing. Academic progress standings include Academic Warning and Academic Suspension. See information below for the criteria for each academic progress standing.

DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS

Academic Warning

The first semester a student fails to meet either of the requirements of the Standard of Academic Progress, he or she will be placed on Academic Warning.

- The Registrar will send the student an Academic Warning letter. The letter will provide information about Academic Warning and what the student must do to regain good academic standing.
- A copy of the student's warning letter will be distributed to the student advisor, Financial Aid Office and the student's academic file.

Students who officially withdraw from courses run the risk of not successfully completing 67% of their courses and will be placed on Academic Warning. Students must meet with their advisor to understand the consequences should they decide to withdraw from more than one course.

While on Academic Warning, the student will be required to complete a Student Success Plan with their Academic Advisor.



Academic Suspension

The second consecutive semester a student fails to meet either one of the requirements of the Standard of Academic Progress, he or she will be placed on Academic Suspension.

The Registrar will send the student an Academic Suspension letter. The letter will inform the student of the following suspension requirements:

- The academically suspended student must stop out of the college for one full academic semester (Fall or Spring). After the semester stop-out period, the student must petition for Academic and Financial Aid reinstatement through the PASS Committee.
- The Academic Success Counselor will notify the student of the PASS Committee's decision.
- If the appeal is approved, the student must meet with the Academic Success Counselor to complete a Student Success Plan before registering for courses.
- A copy of the academically suspended student's letter and Student Success Plan will be distributed to the Student Advisor, the Financial Aid Office and the student's academic file.

Students who officially withdraw from courses for two consecutive semesters and have not successfully completed 67% of their courses will be placed on Academic Suspension. Students must meet with their advisor to understand the consequences should they decide to withdraw from more than one course.

Note: Students returning to LLTC after suspension will always return on an ACADEMIC WARNING status and shall always be subject to the minimum percent completion rate and GPA requirements stated above. At any time a student falls below the minimum requirements, he or she will be suspended for the minimum time period stated above. The student's advisor will help plan a readmission strategy.

Suspension Following the First Term of Academic Warning

Students who have already been placed on Academic Warning and do not meet the minimum GPA or minimum percent completion requirement will be suspended for the minimum time period indicated below. This results in an academic progress standing of ACADEMIC SUSPENSION.

Period of Suspension

# of Suspensions Following First Term of Probation	Period of Suspension
1	One semester (Fall or Spring)
2	One calendar year
3 or more	Two calendar years

Students suspended from LLTC who wish to return following the period of suspension must submit an appeal to Student Services to be reviewed by the Progressive Academic Student Success (PASS) committee.

Academic Suspension Appeal

The appeal should include information on the circumstances that affected past performance and a



plan to be successful in achieving future academic goals. Readmission will be considered, provided that certain conditions regarding academic deficiencies are agreed to in advance and reflected in the subsequent registration. Students on Academic Warning must complete a Student Success Plan with their advisor, which identifies the number of times they must meet with their advisor throughout the semester, special workshops they will be required to attend and attendance requirements in the Learning Center to improve their skills.

All appeals will be submitted to the Progressive Academic Student Success (PASS) committee, who will, in turn, approve or deny (in writing) the appeal. Appeals may be based upon extenuating circumstances that affected past performance or errors that the student believes have affected his or her academic performance at Leech Lake Tribal College. Error shall mean a false or mistaken application of a student's academic record of performance at Leech Lake Tribal College.

Extenuating circumstances shall mean any conditions out of the ordinary that may include, but are not limited to an accident, unusual personal crises, or the occurrence of risk beyond the student's control that directly contributed to that student's being placed on academic and financial aid suspension.

In order to allow sufficient time to review the appeal, all appeals must be submitted at least two weeks prior to the start of the semester for which the appeal is being requested.

FINANCIAL AID & SATISFACTORY ACADEMIC PROGRESS (SAP)

Students Responsibilities for Continued Eligibility

Federal regulations governing the administration of federal student financial aid funds provide that no payment of funds can be made unless the institution determines the student is maintaining Satisfactory Academic Progress (SAP) in the program he/she is pursuing, according to the standards and practices of the institution at which the student is attending. In order to remain in compliance with this regulation, students must ensure that they not only take courses applicable to their program, but that they are successfully completing said courses in a timely manner.

Policy:

In accordance with the U.S. Department of Education (CFR 668.16 (e) & 668.34), Leech Lake Tribal Collage (LLTC) has established minimum academic standards that all LLTC students must adhere to in determining Satisfactory Academic Progress (SAP) for Title IV, HEA financial aid eligibility purposes as well as enrollment purposes. These standards which are published in the LLTC Catalog and Student Handbook apply to federal and state financial aid that will be administered through the LLTC Financial Aid Office. The SAP standards apply to all students enrolled at LLTC regardless of funding levels or types.

This policy provides a consistent application of standards to all students enrolled at LLTC. The policy provides that a student's academic progress be evaluated at the end of each semester. LLTC will notify students of this policy at orientation as well as being printed in the student handbook and catalog and it is published on the LLTC website. LLTC will monitor the progress of all LLTC students



to insure their continued compliance. Students are expected to read, understand, and adhere to this policy. For further clarification of this policy, contact Financial Aid or Student Services by phone, e-mail, or come to the office for a meeting.

Grades

Grades are recorded with the letter grades A, B, C, D, F, I, AU, W, or P/NP. Grades are posted on-line through the student's portal at the closing of each semester. For letter grades and their points awarded, please see below.

Grade Point Grading Scale

Grade	Points
A – Excellent	4
B – Good	3
C – Average	2
D – Below Average	1
F – Failure	0

I – Incomplete, AU – Audit, W – Withdrawal, and P/NP – Pass/Not Passed are not counted toward the GPA.

In the case of repeated courses, all attempts will be counted in the completion rate but only the most recent attempt will be used in determining the GPA. A student may only repeat a successfully completed course once. All accepted transfer credits will be considered in determining the completion rate but transfer grades will not be considered in the GPA calculation.

Procedure:

I. Eligibility Criteria

Students receiving any type of Title IV, HEA and/or state financial assistance at LLTC must meet this criterion to continue to receive financial aid:

A. Qualitative Standard: Maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale for total hours attempted at LLTC.

B. Quantitative Standard: Maintain (PACE) - successfully complete at least sixty-seven (67) percent of all credit hours attempted at LLTC, including course repetitions and transfer credits from other institutions. The formula is as follows:

1.
$$\frac{\text{Total number of credit hours successfully completed}}{\text{Total number of credit hours attempted (includes withdrawn courses)}}$$
2. 9 credits completed divided by 12 credits attempted = 75%

C. 150% Rule: For an undergraduate program measured in credit hours, the maximum timeframe (MTF) cannot be longer than 150 percent of the published length of the educational program, as measured in credit hours. As



soon as it is apparent that a student cannot complete the degree requirements in the MTF, the student becomes ineligible for financial aid. For students seeking a second degree or pursuing a double major the number of additional credits required will be added to the published program length of the original program and the student will have 150% of the total program length in order to complete both programs.

1. Published program length = 64 credits
2. 150% times 64 = 96 credits

II. Title IV Financial Aid Status

A. Good Standing: The student is enrolled in an eligible program, is in compliance with satisfactory academic progress, and is eligible to receive financial aid.

B. Warning: Students who fail to meet minimum SAP requirements (GPA or 67% PACE) for academic progress at the end of a payment period will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. No appeal is required, but the student will be required to meet with the Academic Success Counselor to complete a Student Success Plan.

1. If the student is not meeting Satisfactory Academic Progress at the end of the Warning period, he/she will be placed on Financial Aid Suspension and will not be eligible for Title IV, HEA funds. However, the student may appeal the loss of their Title IV eligibility based on unusual circumstances.
2. If a student is making Satisfactory Academic Progress at the end of the Warning period, the student shall be returned to Good Standing with no loss of Title IV, HEA eligibility.
3. Financial Aid status will be assigned by the LLTC Financial Aid Director in coordination with the LLTC Registrar. At LLTC a student's financial aid status and academic status are aligned.

C. Suspension: This is the status assigned to students who were previously on Financial Aid Warning and have failed to meet the satisfactory academic progress requirements at the end of the Warning semester. Students are not eligible to receive Title IV, HEA funding, but may be allowed to submit an appeal form to appeal the suspension.

1. The appeal will either be denied (will not qualify for Title IV, HEA financial aid in future terms until SAP is met) or placed on an Academic Plan and required to adhere to an academic plan as determined by the PASS (Progressive Academic Student Success) committee, the student's academic advisor, and the academic success counselor.



D. Satisfactory Academic Progress Appeal Process: A student who loses their Title IV, HEA eligibility due to his/her inability to make SAP after a Warning period and thus placed on Financial Aid Suspension has the right to appeal the suspension based on extenuating circumstances.

1. A student, who wishes to appeal Financial Aid Suspension and loss of Title IV, HEA eligibility, must submit an Academic & Financial Aid Appeal/Petition Form to the Student Services office.
2. The student must explain what extenuating circumstances have kept them from meeting Satisfactory Academic Progress. Examples include hospitalization or extended illness, divorce, death of an immediate family member, or other special circumstance. The student should attach documentation to support any claims made of extenuating circumstance. The student must also explain what has changed or their plan to overcome the circumstances that will enable them to meet the Satisfactory Academic Progress requirements.
3. Once the appeal is received, the Progressive Academic Student Success (PASS) Committee will evaluate the appeal at the next regularly scheduled meeting. The PASS committee meets every two weeks. The Student Success Counselor will notify the student in writing, and through their school e-mail, of the decision. All decisions are final.

E. Probation: Any student that prevails in the Financial Aid Appeal process will be placed on probation or an Academic Plan and is eligible to receive Title IV, HEA aid during this period. Financial Aid Probation is only used in cases where it is reasonable to believe that the student will be meeting SAP standards by the end of the next term. Those who are not making SAP at the end of the Financial Aid Probation period will be placed back on suspension and will be ineligible to receive Title IV, HEA funds for the next payment period. A student must meet SAP prior to having eligibility reinstated.

1. A student placed on Probation or Suspension will be notified via U.S. mail to the current mailing or permanent address on record and to their school e-mail. It is the responsibility of the student to keep their address updated with LLTC Student Services.

F. Academic Plan: Any student that prevails in the Financial Aid Appeal process that will not be able to regain SAP after one additional term, shall be placed on an academic plan and is eligible to receive Title IV, HEA aid during this period. Those students who do not meet the conditions of their academic plan will be placed back on suspension and will be ineligible to receive Title IV, HEA funds for the next payment period. A student must meet SAP prior to having eligibility reinstated.

III. Reinstatement of Financial Aid

Reinstatement of Financial Aid is limited to the period under evaluation. Students making SAP (achieving a 2.0 GPA with a 67% completion rate or obtaining a degree) by the conclusion of the probation period or Financial Aid Academic Plan will be removed from the Financial Aid Probation status and changed to good standing.



IV. Academic Eligibility

LLTC uses the same criterion for Academic SAP as Financial Aid SAP, although the results of an appeal may grant enrollment into courses without regaining Title IV eligibility.

V. Re-Establishing Title IV Eligibility without Submitting an Appeal

Students are not required to submit an appeal, should he/she reach the standards of satisfactory academic progress per the policy requirements of a 2.0 GPA with a 67% completion rate or obtaining a degree. One way a student can accomplish this is by paying for classes on their own.

VI. Academic and Financial Aid Progress Evaluation

Progress is evaluated at the end of each semester for each student. The evaluation will review all credits hours that the student has attempted at LLTC, including course repetitions and transfers of credit from other institutions.

- A. Successful completion of a course will be a grade of: A, B, C, D, or P
- B. Unsuccessful completion of a course will be a grade of: F, W, I, NP, R, or any other designation that is not considered successfully completing a course.

VII. Cumulative Grade Point Average

The Cumulative GPA is calculated on the total number of credit hours attempted at LLTC including only the most recent attempt for repeated courses.

VIII. Retakes, Withdrawals and Incomplete Grades

- A. Repeated Coursework:** A student may repeat a previously passed course one (1) time and count it in the enrollment status for financial aid, keeping in mind that the most recent grade will be used in the GPA calculation. A student may repeat any failed course until it is passed and it will count toward financial aid enrollment status. However, the hours for these courses will be included in the completion rate (PACE) calculation.
- B. Withdrawals:** Courses with the Grade of "W" are considered attempted, but not successfully completed courses.
- C. Incomplete Grades:** Incompletes are not considered successful completion and therefore count against a student in the completion rate calculation. Should the "I" grade be changed to a grade considered successful completion of a course, the student should notify the Financial Aid Office to see if it will affect their Satisfactory Academic Progress status. A student is not eligible for further funding on a course where an "I" grade remains on the record.

