



DAKOTA COUNTY

TECHNICAL COLLEGE

Academic and Financial Aid Suspension

Standards of Academic Progress

In order to meet these standards you must have:

1. A minimum cumulative GPA of 2.0 on a 4.0 (A to F) scale at Dakota County Technical College
AND
2. A Cumulative completion rate of at least 67% of Dakota County Technical College credits attempted

Click [here-http://www.dctc.edu/assets/pdfs/faculty-staff/hr/policies-new/2-9-Academic-Standing-and-FA-Satisfactory-Academic-Progress.pdf](http://www.dctc.edu/assets/pdfs/faculty-staff/hr/policies-new/2-9-Academic-Standing-and-FA-Satisfactory-Academic-Progress.pdf) for more information about this policy/procedure 29

Calculating GPA

To calculate GPA, take the number of credits for the course and multiply it times the points for that grade to give the grade points for the course.

A = 4 points **B**= 3 points **C**=2 points **D**= 1 point **F**=0 points **FN** = 0 points **FW** = 0 points

Next, add up the number of grade points and divide them by the credits attempted. Courses with grades of Pass, No Credits, Incomplete, IP and Withdrawal are not calculated into GPA.

Example:

<u>Course #</u>	<u>Name</u>	<u>Credits</u>	<u>Grade</u>	<u>Calculation</u>
ENGL 1150	Composition I	3	B	3 cr x 3 pts = 9
BIOL 1300	Environmental Science	3	C	3 cr x 2 pts = 6
ARTS 1200	Creative Process	3	P*	
Total= 6 credits		Calculation points = 15		

Divide 15 by 6 = 2.5 GPA

*Remember: I, P, NC, W or Z do not count into the GPA calculation.

An online GPA calculator can be found at <http://www.back2college.com/gpa.htm>



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Completion Rate

- You are required to maintain a completion rate of 67% of credits attempted cumulatively at Dakota County Technical College
- Grades of I, W, F, FN, FW and Z (ungraded) are considered credits attempted and not successfully completed.



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Calculating Completion Rate

- Completion rate is calculated by taking the number of credits earned and dividing them by the number of credits attempted.

- **Sample Summary:**

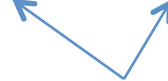
33 divided by 49 = 67.34%



Local: Att: 46.00 Earn: 30.00 GPA Crs: 46.00 GPA Pts: 66.00 GPA: 1.43

Transfer: Att: 3.00 Earn: 3.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00

Total: Att: 49.00 Earn: 33.00 GPA Crs: 46.00 GPA Pts: 66.00 GPA: 1.43



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67% Completion Rate: How Does it Work?

- Scenario One:
 - Twelve credits at start of term
 - Withdraws form 3 credits for ENGL 1150
 - 9 credits left = 75% completion
- Scenario Two:
 - Twelve credits at start of term
 - Withdraws from 4 credits for MATS 1300
 - 8 credits left = 66.66% completion rate (below 67%)

* W, I, F, FN, FW and Z grades all count as non-completed credits.



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Satisfactory Academic Progress for Financial Aid

Financial aid also suspends students when they have attempted 150% of the number of credits in their declared program. This includes transfer credits. If you have changed your major, previously completed a former degree or have continually not completed credits attempted, you will be suspended from financial aid when you reach this point.



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Why does Dakota County Technical College have a Satisfactory Progress Policy?

- We want you to do well and reach your goals.
- We need to be good fiscal stewards of tax dollars. Tax dollars cover a portion of the cost of your education even if you are self-pay.



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Self Assessment: Common Barriers to Academic Success

- Balancing school, work, family
- Credit load

Recommended amount of study time: 2 to 3 hours of study time per credit.

A 12 credit load means you should study a minimum of **24 hours a week**.

Consider all of your life obligations when you determine your credit load.

- Financial Aid:
 - Grants may be available for one or more credits
 - Loans require 6 credits



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Common Barriers to Academic Success

- Drop deadlines/withdrawals/incompletes/non-attendance
- Life transitions (marriage, divorce, birth of a child, family death, move, new job)
- Personal Concerns (injury/illness, transportation, daycare, finances, relationship issues)



Common Barriers (continued)

- Lack of Motivation
 - Need to define educational and career goals

- Under prepared for college
 - Access DCTC Resources
 - Learning Center, Library, Advising, Counseling





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GPS Life Plan

The GPS Education Plan contains a wealth of tips/resources we hope you will take time to explore before writing your academic appeal plan.

<http://www.gpslifeplan.org/mnonline>



I'm suspended. Now what?

- Students who are academically suspended for the first time must sit out one semester or have an approved appeal to continue.
- Students with two academic suspensions must sit out for one year before returning.

Consider your suspension a “wake-up” call and evaluate what you need to change in order to be successful.



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Financial Aid Suspension:

Suspension from financial aid means you are suspended from receiving grants, loans or work study funding.

All suspended students **must appeal** to be reinstated for **financial aid** regardless of sit-out time.

If your academic appeal is approved but your financial aid appeal is denied, you are able to attend courses but will need to pay your tuition without grants or loans.



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Appealing an academic and/or financial aid suspension appeal

Click below to complete an Academic/
Financial Aid Reinstatement Appeal:

[Academic Suspension Appeal](#)

Print out the completed form making sure to include a letter of appeal and any supporting documents.

Submit completed form to the Student Services Office.

This will be reviewed by the Suspension Appeal Committee.

Incomplete appeals will not be considered for approval!



Complete this form if you wish to appeal for academic and/or financial reinstatement following suspension from DCTC. If approved, this reinstatement is effective for one semester with successive reinstatements based on your meeting the Satisfactory Academic Progress standards. The Appeals Committee decision will be based only on the written information you provide, so please be as complete as possible.

Student Name: _____ Student ID Number: _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

E-Mail: _____

How do you wish to be notified of the committee's decision? _____ e-mail _____ U.S. Mail

Upcoming term you wish to attend: Fall _____ Spring _____ Summer _____ Year: _____

Letter of Appeal: Attach a letter of appeal to the Appeals Committee answering the following questions:

- What were the factors which led up to your suspension? (Describe why you were not able to meet the qualifying standards of a 2.0 GPA and/or 67% completion rate)
- In what ways were you responsible for your academic difficulties? Explain.
- What plans do you have for academic success if allowed to continue at DCTC? (i.e. time management schedule, career assessment, work schedule change, etc.)
- Appropriate documentation from a counselor, faculty member, or other third party (doctor, clergy, agency counselor, etc.) should be provided along with this appeal in support of your statements.

I wish to appeal my academic and/or financial aid suspension and understand that my appeal will be evaluated based on the documentation I have provided with this appeal. The information included in this application is complete and correct to the best of my knowledge.

X _____
Student Signature Date

Return completed appeal and documentation to: Student Services – Appeal Committee, Dakota County Technical College, 1300 145th Street East, Rosemount, MN 55068

<p>FOR DCTC OFFICE USE ONLY: Results for Academic and Financial Aid reinstatement: Academic Reinstated approved Yes _____ No _____ for YRTR _____ FA approved Yes _____ No _____ Committee initials Member 1: _____ Member 2: _____ Member 3: _____ Comments/Conditions: _____ _____</p> <p>Appeal coded on Stdnt Maint tab _____ Appeal Coded on Hold Screen _____ Letter sent _____</p>

For questions please contact the Student Services Office at 651-423-8000.

Approved Academic Appeals

Minimum requirements upon return:

- Continued probation for academic progress is 2.5 GPA and 75% completion for each semester until cumulative GPA is 2.0 and cumulative completion rate is 67%.
- Students who do not meet the term standard or cumulative standard will be academically suspended again.



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We are here to support you! Please do not hesitate to access the many resources available to you at DCTC.

Links to resources:

[Academic/Financial Aid Reinstatement Appeal](#)

[Understanding Suspension Grid](#)

[MnSCU GPS Life Plan -http://http://www.gpslifeplan.org/mnonline/](http://www.gpslifeplan.org/mnonline/)

[DCTC Learning Center - http://www.dctc.edu/future-students/services/learning-center/index.cfm](http://www.dctc.edu/future-students/services/learning-center/index.cfm)

[Satisfactory Progress Procedure \(2.9\) -](#)

<http://www.dctc.edu/assets/pdfs/faculty-staff/hr/policies-new/2-9-Academic-Standing-and-FA-Satisfactory-Academic-Progress.pdf>

Call 651-423-8000 if you wish to speak with an advisor or counselor.



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