

Frequently Asked Questions about the Satisfactory Academic Progress (SAP) Policy

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What is Satisfactory Academic Progress (SAP)?

Federal and state laws require that students maintain satisfactory academic progress (SAP) to be eligible to attend North Hennepin Community College (NHCC) and to be able to receive financial aid. Students are expected to maintain satisfactory academic progress for each term of attendance. It is the student's responsibility to achieve satisfactory academic progress, and students should seek assistance from the college's many academic support services in a timely manner if they are experiencing difficulty.

How does SAP work?

SAP is evaluated at the end of each term (fall, spring, and summer) for any student registered during the term. It includes 3 measurements of progress:

1. **Grade-Point Average (GPA) (Qualitative measure of progress):**

All students who have attempted one or more credits at NHCC are required to maintain a cumulative grade point average (GPA) as indicated on the following "graduated" scale. Grades of A, B, C, D, F, and FN will be included in the GPA calculation.

Local Attempted credits at NHCC	Minimum Cumulative GPA
1-5	0.00
6-12	1.50
13+	2.00

Graduated GPA Scale

2. Completion Rate: All students are required to earn (complete successfully) a minimum of **66.67% percent** of cumulative attempted credits. Grades of F, FN, I, W, Z and IP are treated as attempted credits but NOT earned credits and will negatively impact completion rate. Completion rate calculations include transfer credits.

3. Maximum Time Frame: All students are expected to complete their degree, diploma, or certificate within an acceptable amount of time. Financial aid recipients may receive aid until they reach the maximum time frame of 150% of the required number of credits for the program of study they are pursuing. For example, for a 60 credit degree (ie. An Associate in Arts degree), the student would reach maximum time frame once they've registered for their 90th credit (transfer credits are included in the calculation) $60 \times 150\% = 90$

I don't understand some of the language in the letter I received. What do these terms mean?

- **Completion Rate:** The percentage of a student's attempted courses that have been completed. See more information below under "How do I calculate my completion rate?"
- **Good Standing:** To maintain satisfactory academic progress, students must maintain both a cumulative grade-point average (GPA) of 2.0 and a cumulative completion rate of 66.67 percent. If a student meets both of these standards after a term, the student is in **good standing**.
- **Warning:** If a student who was previously in good standing fails to meet minimum standards for satisfactory academic progress after the next term of enrollment, the student will be placed on **warning** status for one term. A student on warning status is eligible to register for classes and receive financial aid.
- **Suspension:** If a student on warning status fails to meet minimum standards for satisfactory academic progress at the end of the next term of enrollment, the student will be **suspended**. Suspended students are not eligible to register for classes or receive financial aid without an approved appeal.
- **Probation:** A suspended student may appeal for enrollment and/or financial aid eligibility. A student with an approved appeal is placed on **probation** status. A student on probation status who fails to meet minimum cumulative requirements for satisfactory academic progress after the next term of enrollment must meet term requirements of 2.5 GPA and 75 percent completion rate in order to continue probation status and avoid being re-suspended.

How do I calculate my completion rate?

The completion rate is generally calculated by dividing the number of earned credits by the number of attempted credits. You can find this information by logging into e-services and following these steps:

1. Click on *Academic Records* on the left hand side.
2. Select the most recent term from the drop-down list and click *Get Grades*.
3. Earned Credits and Attempted Credits are displayed in the *Undergraduate Cumulative* row toward the bottom of the page.

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Career Undergrad Summary - Semester Hours
Local: Att: 25.00 Earn: 4.00 GPA Crs: 4.00 GPA Pts: 12.00 GPA: 3.00
Transfer: Att: 21.00 Earn: 21.00 GPA Crs: 0.00 GPA Pts: 0.00 GPA: 0.00
Total: Att: 46.00 Earn: 25.00 GPA Crs: 4.00 GPA Pts: 12.00 GPA: 3.00
*** END OF ACADEMIC TRANSCRIPT ***
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Grades such as W (withdrawal), F (failure), FN (failure for non-attendance), and I (incomplete) are counted as credits attempted, but not earned. Courses below 1000 level (taken Fall 2021 and beyond) are excluded from the completion rate calculation (except for EAP courses which are still INCLUDED). You can meet with your academic advisor if you have questions about your GPA and/or completion rate calculation. Contact the Advising Center at 763-424-0703 to speak to your advisor about your options. If you are a TRIO student, you can speak to them by calling 763-424-0937.

I ended up being suspended after my last term at NHCC, what do I need to do in order to get registered for classes again?

We understand that this news can be discouraging. However, there are steps you can take to get back on track and we are here to support you! You can appeal your suspension by completing and submitting the [Appeal Academic or Financial Aid Suspension form](#) (located on our forms page, first link under the Financial Aid section). Be sure to check the deadlines for the term you wish to return on the [NHCC Calendar](#). Your appeal will be reviewed, and you will be notified of results at the email address you provide on the appeal. Typically the review process can take 7-10 business days. This email will include the decision made by the committee as well as provide you the information for your next steps.

I only took one course this semester. Why was I not placed on warning/suspension?

All NHCC students are evaluated for satisfactory academic progress beginning with their first attempted credit, however we use a graduated GPA scale as shown below. Since you only attempted one course, you fall into the 1-5 attempted credits at NHCC so therefore don't have a GPA standard to meet until your 6th attempted credit.

Local Attempted credits at NHCC	Minimum Cumulative GPA
1-5	0.00
6-12	1.50
13+	2.00

Graduated GPA Scale

I earned excellent grades this semester. Why did I receive a letter about warning/suspension/probation?

Satisfactory academic progress is based on your cumulative completion rate and grade point average (GPA). Often, it takes more than one semester of improvement to raise the cumulative GPA and completion rate above the minimum standards for satisfactory academic progress.

Why am I being punished for my bad grades from years ago?

All NHCC courses are considered when evaluating for satisfactory academic progress, regardless of whether older courses will negatively or positively impact the student. Courses don't ever "expire" for the purposes of satisfactory academic progress. Some students may qualify for our Academic Amnesty process- review the requirements here: www.nhcc.edu/forms under the Academic Advising section

What if I choose to sit out for a semester?

Some students may find that, due to life circumstances, sitting out for a semester or two is the best option. When you do decide you're ready to return, you can submit the appeal form at that time. If you need help in deciding whether to take a break or not, contact the Advising Center at 763-424-0703 to speak to your advisor about your options. If you are a TRIO student, you can speak to them by calling 763-424-0937.

Will my suspension affect my ability to enroll at other Minnesota State colleges and universities?

NHCC is a member of Minnesota State, the state system of public two- and four-year colleges and universities. Your suspension may affect your ability to enroll and/or receive financial aid at other colleges and universities in the Minnesota State system. If you are considering transferring to another college within the Minnesota State system, be sure to contact the admissions office at the school you are transferring to *early* in the admissions process to ask about their procedures for students who are transferring while on suspension at another school.

Where can I read the complete Satisfactory Academic Progress Policy?

NHCC's Satisfactory Academic Progress policy is located online at www.nhcc.edu/policies under Chapter 2: Student

I still have questions. Who can I talk to?

NHCC academic advisors can help to answer your questions and help you develop a plan to stay on track toward completing your degree. You can contact the Advising Center at 763-424-0703 or log into [Navigate](#) to find a time to meet with your advisor. If you are an SSS/TRIO student, please contact the TRIO office at 763-424-0937 or email TRIO@nhcc.edu to make an appointment with your SSS/TRIO advisor