



**MADISON**  
AREA | TECHNICAL  
**COLLEGE**



# COLLEGE POLICY

**POLICY NUMBER:** 5401  
**DATE APPROVED:** March 2016  
**POLICY TYPE:** Student Affairs  
**POLICY TITLE:** Standards of Academic Progress  
**RESPONSIBLE ASSOC. /VICE PRESIDENT:** VP Student Affairs

## **POLICY PURPOSE:**

To encourage student success and progression toward completion, the College has established standards of academic progress to assist students who, because of unsatisfactory academic performance, may experience difficulty in achieving their educational goals.

## **POLICY:**

Madison College requires that students make satisfactory academic progress in order to remain in good standing at the college. These standards of academic progress and related procedures are designed to:

- Recognize students who are making good or exemplary progress toward completion;
- Prevent the student from prolonged unsatisfactory performance as low performance often leads the student to forfeit the chance to earn a college degree;
- Assist the student in reevaluating educational goals and in selecting a program of study appropriate for their interest, needs, and abilities.

There are classification levels of academic standing are based on the individual's academic progress. They include; Academic Good Standing (which includes Dean's List), Academic Alert, Academic Probation, or Academic Suspension. There are consequences for not being in Academic Good Standing which are defined below. Students have a right to appeal Academic Suspension.

## **Consequences of Non- Compliance**

The college will intervene in a student's academic life/experience when circumstances warrant, limiting enrollment and course selection if considered necessary, and may employ other interventions that foster and encourage academic success.

#### Academic Alert

- Student is sent a notice with copy to the appropriate Program
- Student is provided information on academic and student support services
- Student is referred to a retention/academic advisor and is encouraged to develop an academic improvement plan

#### Academic Probation

- Student is sent a notice with copy to the appropriate Program
- Student is provided information on academic and student support services
- Restrictive enrollment actions may be taken
- Student is required to meet with an advisor and will develop an academic improvement plan, which may include mandatory academic and student support services
- Student is not allowed to register for classes until after meeting with an academic advisor.
- Subsequent term enrollment will be limited in the number of credits taken or cancelled with the option of the academic advisor to add credits

#### Academic Suspension

- Student is sent a notice with copy to the appropriate Program
- Students who had previously registered for the subsequent term, will be dropped with no penalty, from their course(s) if request for appeal is denied
- A hold will be placed on the student's record that prohibits enrollment. A student may apply for re-admittance to the college one semester after receiving approval from an advisor
- Subsequent term enrollment in returning semester shall be limited in the number of credits taken in consultation with their academic advisor

#### **Right to Appeal Suspension**

Students have the right to appeal a suspension for immediate readmission. Student would complete a request for continuation form, provide required documents, and submit an appeal to a three member Committee Board that includes an Administrative/Staff, faculty member and student member. The decision of the Board is final and there is no further appeal.

#### **DEFINITIONS:**

*Graduation with Academic Honors* – This academic honor is made at the time of program completion and includes the graduate maintaining a 3.75 overall major grade point average (GPA) in the program. Students who achieve this program GPA will have a special designation included on their diploma.

*Dean's List* - Students who have earned at least a 3.50 GPA in a minimum of 6 completed credits during the semester. Honors awarded are based on semester GPA.

- Perfect Honors: 4.0 GPA
- High Honors: 3.75 GPA – 3.99 GPA
- Honors: 3.50 GPA – 3.74 GPA

*Academic Good Standing* - A term GPA of 2.0 or above and have a completion rate of 67% of courses taken. For the School of Academic Advancement, academic good standing is defined as 75% attendance and a satisfactory grade (A, B, C, S, or P).

Non-Credit: Any student who receives a grade of WNA (Withdrawal/Non-attendance) or receives an unsatisfactory or failing grade is considered non-compliant under the policy.

*Academic Alert* - Any student falling below the standard for “academic good standing” shall be considered being in the status of academic alert.

*Academic Probation*– Two consecutive occurrences below the “academic good standing” standard shall place the student on academic probation.

*Academic Suspension* – A student on the second semester of academic probation shall be suspended from the college for one semester if, in that second consecutive semester, they do not meet the academic good standing criteria as well as the directives outlined in the alert and probation levels.

*Note: Specific programs may establish additional levels of standards of progress that are to be published in their program handbook and also identified on the course syllabus. Additionally, students receiving financial aid must also comply with the Satisfactory Academic Progress Policy for Financial Aid recipients, which may differ than the college standards.*

LINKS TO STATE/FEDERAL REGULATIONS:

None