

## Academic Standards

Chippewa Valley Technical College (CVTC) is dedicated to ensuring you have every opportunity to achieve your educational goals and therefore have adopted the following academic standards.

As a student, you are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Our Academic Standards are based upon GPA and course completion to encourage you to progress, in a successful and timely manner, toward completion of your program of study. Academic progress is reviewed at the end of every term.

### Academic Standards

CVTC maintains a learning environment conducive to instruction, regular attendance, and your academic progress in accordance with its philosophy and policies. To be in good standing, you must meet ALL of the following criteria:

#### Completion Rate Requirement

- Successfully complete 67% of the credits attempted. Course failures and withdrawals are counted as attempted credits but not as earned credits.

#### Grade Point Average Requirement

- Successfully maintain a minimum 2.0 term grade point average.
- Successfully maintain a minimum 2.0 cumulative institutional grade point average.

#### Maximum Time Frame Requirement – 150 Percent Rule

- Student eligibility for Financial Aid is related to the number of required credits to earn their degree. Maximum eligibility for financial aid is determined by taking the number of required program credits X 150%. (Example: an associate degree requires the completion of 64 credits.  $64 \text{ credits} \times 150\% = 96$ . Students are not eligible for aid at the point when the remaining credits needed for graduation exceeds 96 less all attempted credits.)
- Credits transferred from other colleges and program credits attempted at any time while at CVTC all count toward this 150 percent threshold.

#### Attempted Credits

Attempted credits are courses in which a student enrolls in with the intent to receive a grade. Should a student decide to withdraw or switch to an audit, earning a grade of W or AX, these credits will be counted towards the maximum time frame. All credits attempted while in the program count toward the 150% whether or not they are listed on the program requirement sheet. Credits transferred from other colleges and program credits attempted at any time while at CVTC all count toward this 150 percent threshold.

### Financial Aid Ineligible Status

All students will be reviewed for Academic Satisfactory Academic Progress – Maximum Timeframe (150%) at the completion of each term. Students who do not meet the Maximum Time Frame requirements will be placed in an ineligible status. Students will be notified of their ineligible status via email to their CVTC email account.

## Impact of Different Types of Credit on

### Academic Standards Requirements

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Type of Credit	Completion Rate	Grade Point Average	Maximum Time Frame
Withdrawal	yes	no	yes
Transfer	no	no	yes
Incomplete	no	no	yes
Non-Credit Coursework	no	no	no
Missing Grades	no	no	no
Failing grade	yes	yes	yes
Audit (AU)	no	no	yes
Audit (AX)	yes	no	yes

### How to determine your current academic standing.

Current students can view their academic standing through MyCVTC account on SIS.

MyCVTC > SIS > Student > Registration > Check Your Registration Status

### What it means to be placed on academic warning.

The first time the above academic standards are not met, you will be placed on academic warning for the next term of enrollment. Improvement of your academic standing is essential for you to continue and be successful at CVTC. Many resources are available to assist you with schedule planning, balancing school and work, personal concerns, or other issues that may interfere with achieving your educational goals.

You may continue to attend classes next semester at CVTC; however, improvement of your academic standing is required or you will be placed on academic dismissal.

At the end of the next term, you must achieve one of the following requirements:

1. Achieve good academic standing by attaining the above Academic Standards

OR

2. Demonstrate academic progress by achieving the following:
  - o Successfully complete 67% of the term credits attempted
    - *Course failures and withdrawals are not considered successful completion of coursework.*
  - o Achieve a term grade point average of 2.1

You may continue to attend CVTC on an academic warning status if you demonstrate academic progress.

Failure to achieve either of the above requirements will result in academic dismissal.

### What it means to be placed on academic dismissal.

If you fail to earn the academic standards in the next enrolled term while on academic warning, you will be academically dismissed. Academic dismissal indicates that you have fallen below CVTC's Academic Standards twice. If placed on academic dismissal, you will not be able to attend the College the next consecutive semester. In order to return to CVTC, you must appeal to be reinstated by completing a request for academic appeal form and provide supporting information/documentation related to your appeal. If your appeal is approved, you then may reapply to CVTC.

## To appeal:

If you were dismissed more than one semester in the past, you may appeal immediately. Appeals will be reviewed the 1<sup>st</sup> of the month and re-entry decision will be communicated within 30 days.

- Complete the Request for Academic Appeal form: [www.cvtc.edu/academicappeal](http://www.cvtc.edu/academicappeal)
- If you were dismissed the previous semester, please refer to the following appeal dates.

<u>Dismissal Term</u>	<u>Next Available Appeal Submission Date</u>
Fall	April 1 – Friday before the start of desired term
Spring	July 1 – Friday before the start of desired term
Summer	November 1– Friday before the start of desired term

  

<u>Multiple Entry Dismissal Terms</u>	<u>Next Available Appeal Submission Date</u>
Fall (October)	February 1– Friday before the start of desired term
Spring (March)	July 1 – Friday before the start of desired term
- Provide documentation of your extenuating circumstances or of the steps you have taken to improve your opportunity to achieve your educational goals at CVTC.

Submit the Request for Academic Appeal form and documentation, as listed on the form.

## What it means to be placed on academic probation.

If your academic appeal is approved, you will be reinstated to the College on academic probation. Improvement of your academic standing is essential for you to continue and be successful at CVTC. You will be required to meet the requirements of your success plan or you will be placed on academic dismissal.

Probation statuses are determined by your cumulative GPA. Below are the two types of probation statuses and the requirements that need to be achieved.

### Probation - Success Plan

- Successfully complete 67% of the term credits attempted
  - *Course failures and withdrawals are not considered successful completion of coursework.*
- Achieve a term grade point average of 2.0
- Meet with an assigned Student Success Specialist two times per semester.
- Required action items as determined by the Student Success Specialist.

### Probation

- Successfully complete 67% of the term credits attempted
  - *Course failures and withdrawals are not considered successful completion of coursework.*
- Achieve a term grade point average of 2.0
- Achieve a cumulative grade point average of 2.0

## Appeal process for 150% Rule

Students who are placed in an Ineligible Status can appeal this by completing the 150% Rule Appeal Form as well as meeting with their academic advisor to review remaining required courses. Appeals will be reviewed and students will be notified of the decision (approved or denied) within 2 weeks of submission via CVTC e-mail account. The [Appeal form](#) can be found on myCVTC in the financial aid section.

Students in a "Pre-Program Status" are not eligible to appeal, however, they may do so when admitted fully into the program.

## 150% Appeal Policy

No more than one appeal will be approved per program pursuit. Students who fail to meet established criteria after an appeal is approved may submit a 2<sup>nd</sup> appeal, with the understanding that a second appeal would be granted in extremely unusual circumstances.

Students in higher education often determine that a change in educational program is necessary. Although Financial Aid eligibility and 150% Appeal is specific to program, excessive program change and/or appeals submitted will be considered in the review process.

## Regaining Eligibility

Appeal decisions will be communicated to students via their CVTC e-mail account. Students who are approved will be given specific criteria to meet to maintain continued eligibility through program completion, including (but not limited to):

- Limiting load to required coursework pursuant to successful completion of the program. Students will not be eligible for funding for any courses taken outside of program requirements.
- Completing all courses attempted each term, and meet CVTC's standard for Satisfactory Academic Progress.

Failure to meet any of these requirements will be grounds for 150% dismissal.