

**Minnesota State University, Mankato
University Policy**

Policy Name: Satisfactory Academic Progress Standards (SAPS) for Undergraduate Students	Effective Date of Last Revision August 1, 2015
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review September 2014
Date of Adoption August 1999	Date of Next Review September 2021

Policy

Satisfactory Academic Progress for undergraduate students is defined as:

- Achieving a Minnesota State University, Mankato (“local”) cumulative grade point average (GPA) of 2.0 or higher. (Transfer credits are not included in calculating satisfactory GPA).

AND

- Maintaining a cumulative satisfactory credit completion rate of at least 67%. (Transfer credits are included in calculating satisfactory credit completion rate).

Grade Point Average (GPA) refers to the total number of quality points earned by the student, divided by the total number of credit hours attempted on a regular grade basis. Please refer to the University Grading Policy for the quality point calculations. Courses in which a P or NC is earned are not included when calculating GPA.

Credit Completion Rate (CCR) refers to the total number of earned credit hours divided by the number of total attempted credit hours. Courses that received grades of A (+/-), B (+/-), C (+), D (+/-), PE, and P are considered attempted and earned credits. Courses assigned grades of F, NC, I, IP, W or Z are only considered attempted credits. Courses taken as Audit (AU) have no grade point value and are not considered attempted credits. Credits taken as Audit are excluded for calculation of the Credit Completion Rate. Please refer to the University Grading Policy for letter grade explanations.

When a student falls below satisfactory academic progress, it will result in:

- **Academic Warning:** After one academic term (this includes summer session) of failing to meet the Satisfactory Academic Progress requirements, a student will be placed on academic warning, and a hold will be placed on his/her registration. A student on academic warning should contact the Student Relations Coordinator (SRC)/designated advisor in his/her college(s), or the Office of New Student & Family Programs if the student is undecided about his/her major.
- **Academic Suspension:** After two consecutive academic terms (this includes summer session) of failing to meet the Satisfactory Academic Progress requirements, a student will be suspended from Minnesota State University, Mankato and will be disqualified from further enrollment. If a student has already registered for the next term, the classes will be dropped.

- **Academic Probation:** A student who is academically reinstated (refer to reinstatement procedures below) will be placed on academic probation, and a hold will be placed on his/her registration. A student may continue on academic probation if he/she achieves a term GPA of 2.5 and a term credit completion rate of 75%. A student on academic probation should contact the Student Relations Coordinator/designated advisor in his/her college(s), or the Office of New Student & Family Programs if the student is undecided about his/her major. Failure to meet the academic probation term requirements will result in academic suspension.

Note: Financial aid eligibility maintains academic standards that are at least as strict as the standards stated above. Please refer to the Student Financial Aid Eligibility: SAPS policy for further explanation.

Procedures

Academic Warning and Academic Probation

When a student is placed on academic warning or academic probation, the Office of the Provost will notify the student and his/her college's SRC/designated advisor by University email. The student must follow the academic warning or academic probation advising process of his/her respective college(s).

Academic Suspension

When a student is placed on academic suspension, the Office of the Provost will notify the student and his/her college's SRC/designated advisor by University email. The student must be academically reinstated through one of the methods listed below. This allows a suspended student to return to the University on **academic probation**. The Academic Reinstatement Appeal Form is available on the University's website or from the Office of the Provost.

- **Regular Reinstatement:** A suspended student will be eligible for reinstatement after one calendar year (3 terms) away from the University. The Academic Reinstatement Appeal Form must be submitted to the Office of the Provost by the deadlines listed at <http://www.mnsu.edu/acadaf/appeals/applicationacademicreinstatement.pdf>. The student and his/her college's SRC/designated advisor will receive notification about his/her reinstatement within two weeks after the appeal deadline from the Office of the Provost via University email.
- **Extenuating Circumstance Reinstatement:** A suspended student may apply for reinstatement (after one term away from the University) if he/she had extenuating circumstances. The Academic Reinstatement Appeal must be submitted to the Office of the Provost by the deadlines listed at <http://www.mnsu.edu/acadaf/appeals/applicationacademicreinstatement.pdf> for review by the Academic Standing Committee. The appeal must include completed form, documentation of extenuating circumstances, plan for improvement, and recommendation letter. The student and his/her college's SRC/designated advisor will receive notification about his/her reinstatement within one month after the appeal deadline from the Office of the Provost via University email.
- **Probationary Reinstatement:** A student who fails to meet Satisfactory Academic Progress requirements, while on academic warning, will be suspended. Probationary reinstatement may be granted for the following term if the student meets one of the conditions below:
 1. The student achieved a term GPA of 2.5 along with a term credit completion rate of 75% and an academic plan with his/her college's SRC/designated advisor was developed.
 2. The student had extenuating circumstances and documented them in a successful appeal to the Academic Standing Committee by the deadlines listed on the reinstatement form available at <http://www.mnsu.edu/acadaf/appeals/applicationacademicreinstatement.pdf>.

Academic Standing Committee

The purpose of the Academic Standing Committee is to review extenuating circumstance reinstatement appeals. The committee will include (at minimum), 1 Student Relations Coordinator, 1 Faculty Association representative, 1 MSUAASF representative, 1 student representative, and 1 academic administrator, who serves as Committee Chair.

Note: A written appeal of the Academic Standing Committee's recommendation may be filed with the Office of the Provost. The procedure used in the original decision making process and any new information provided will be reviewed. The appeal must be received within 14 calendar days of email notification sent by the University.

Rationale

This policy is to guide undergraduate students through the academic warning, suspension, probation, and reinstatement process in order to support them in achieving satisfactory academic standing. The policy follows federal regulations and is established in accordance with the guidelines authorized under Minnesota State Colleges & Universities Board Policy 2.9 and Procedure 2.9.1.

A continued record of failure to meet satisfactory academic progress requirements jeopardizes admission to major programs, precludes graduation, and may prevent transfer to other institutions.

History of Revisions

8/1/2015 – Standard Policy Review

1/16/2012 – Expedited Policy Review

6/1/2010 – Expedited Policy Review

6/1/2009 – Expedited Policy Review

8/1/2008 – Standard Policy Review

5/3/1999 – Policy Adopted