

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Standards of Progress**

DATE: **March 1, 1993**

NUMBER: **4.32**

REVISION(s): **12/19/94, 12/01/09**

**Purpose**

The College's **Standards of Progress** provide details regarding minimum standards, intervention strategies/action to be taken when minimum standards are not met, dismissal action to be taken when satisfactory progress is not restored, and details regarding President's and Dean's List eligibility.

**Policy**

The College establishes **Standards of Progress** to maintain academic standards and standards for financial aid eligibility, to provide details regarding intervention strategies to be implemented when minimum standards are not met, and to document appeal rights.

**Procedures**

**A. General Definitions**

Standards of progress, as defined by this section, apply to all students who are subject to intervention strategies as subsequently defined.

1. A student's grade point average is an accumulative average of grades for all Ouachita Technical College course work taken, with the exception of Basic Skills courses.
2. The higher of the two grades is computed in the grade point average when a student repeats a course for credit. (Both grades continue to appear on the permanent record.) With the exception of Basic Skills courses, a student may not repeat a course more than once without special permission of the Vice President of Instruction.
3. Students may petition to the Registrar to exclude semester hours of course work statistics from the cumulative GPA calculation.
4. Courses excluded from the cumulative GPA calculation are no longer counted as earned credits and cannot be used to satisfy program requirements. They will remain in the student's term GPA, and will continue to appear on the permanent record.

5. Any matriculated student who has 12 or more cumulative quality hours must maintain a 1.50 minimum cumulative GPA to be considered in satisfactory academic standing.
6. A student who fails to maintain satisfactory academic progress will be placed on academic probation and subject to a series of intervention activities.
7. A student who fails to re-establish satisfactory progress faces one term of non-enrollment. Re-enrollment may be allowed on a probationary status.
8. A student who is dismissed twice for unsatisfactory academic progress will be terminated for one year unless he/she chooses to participate in an extensive Basic Skills program to correct academic deficiencies.
9. Satisfactory academic progress is restored when a student successfully earns at least six (6) credit hours and re-establishes a 2.00 cumulative grade point average.
10. The College names to the President's List any student who has earned 12 or more credit hours in a given semester, and has a 4.00 term GPA. Basic Skills classes may not be considered in determining President's List eligibility.

The College names to the Dean's List any student who has earned 12 or more credit hours in a given semester, a 3.50 term GPA, and who has no "D" or "F" grades for the term involved. Basic Skills classes may not be considered in determining Dean's List eligibility.

11. The College is required under Title IV of the Higher Education Act to define and administer Standards of Satisfactory Progress for students receiving financial aid. Recipients must maintain sufficient progress to assure successful completion of their educational objectives as measured by quantitative and qualitative standards (**See COPP 5.78**).

The law prescribes a maximum time frame for degree and certificate programs and minimum grade point average requirements. Specific details are available from the Office of Financial Aid.

12. The progress policy for Registered and Practical Nursing students requires that an average of 76 percent or above be maintained in each course taken. Failure to maintain at least a 76 percent average in each course could result in dismissal from the program.
13. Generally, a student on suspension for either academic or disciplinary reasons from another college or university must meet the eligibility standards for readmission from that college or university before being considered for conditional admission to Ouachita Technical College.

**B. Procedure**

1. A student's grade point average (GPA) is determined by dividing the total number of quality points by the total number of quality hours. (The same procedure is used for determining the term and cumulative GPA.)
2. All course work completed with assigned grades of A, B, C, D, or F is to be considered in calculating the cumulative GPA, except for grades in Basic Skills courses.
3. Intervention strategies and related restrictions for any student who does not maintain satisfactory academic progress are initiated in accordance with the following procedures:
  - a. A student who has a GPA under 1.50 after attempting 3-15 semester credit hours or a student who has a GPA under 2.00 after attempting 16 or more semester credit hours will be placed on Academic Probation.

Students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 12 semester hours). They must consult the Student Success Coordinator (SSC) before beginning the next term. Students who fail to report to the SSC will be withdrawn from classes.

3 - 15 Hours – 1.5 GPA

16 + Hours – 2.00 GPA

- b. Continued on Academic Probation – Students who are on academic probation may be continued on probation as long as they maintain a semester grade point average of 2.00 or above for each term of enrollment. The probationary status will be removed when the cumulative grade point average is above the level shown in the above table.
- c. Removed from Academic Probation – A student previously on probation who raises his cumulative grade point average above the level stated in the above table will be removed from academic probation and reinstated in good standing.
- d. Academic Suspension – A student who is on academic probation and does not earn at least a 2.00 GPA in the next semester of enrollment will be academically suspended and must remain out of school for one regular semester. Students who return to OTC after an academic suspension are continued on probation and must make a semester grade point average of at least 2.00 for each semester until the probationary status is removed; failure to do so will result in academic suspension. Courses taken at

another college or university during any suspension period may not be transferred to Ouachita Technical College for degree credit.

Intervention procedures that may be initiated for students who are on Academic Monitoring or Academic Probation may include one or more of the following:

- (1) Restriction of enrollment to a probation registration period
  - (2) Course load limited to 12 semester hours of new credit and during any probationary term with the College. (If taking more than 12 credit hours, the balance will be limited to repeated courses in which grades of "D" or "F" were received.)
  - (3) Required attendance at special counseling sessions
  - (4) Disqualification for graduation
4. A student determined not to be making satisfactory progress in accordance with guidelines may appeal to the Registrar for review of that determination based upon the possibility of administrative error or due to extenuating circumstances.
  5. A financial aid recipient who reaches the maximum number of hours attempted for calculating maximum time frame without having completed his/her declared course of study will be terminated from financial aid regardless of changes of program or educational objective initiated. Reinstatement is possible only if one objective has been completed and subsequent enrollment leads to another degree or certificate. In that case, all hours previously earned which apply toward that subsequent objective will be counted toward the maximum time frame for the new degree or certificate.
  6. A student may receive financial aid for up to 30 credits of Basic Skills courses in order to ensure future satisfactory academic progress in his/her declared certificate or degree program.
  7. A financial aid recipient must meet the financial aid Satisfactory Academic Standards of Progress criteria as outlined in **COPP 5.78**.
  8. The College may elect to address individual mitigating circumstances administratively, with appropriate documentation to justify continuation of academic and/or financial aid eligibility. The student may always exercise his/her right of due process.

AUTHENTICATION (Signature):

COPP

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President

12/01/09  
(Date)

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