Student Workbook of Academic Policies

Laredo College Student Success Center 2018—2019

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Introduction

The purpose of this **Student Workbook of Academic Policies** is to help students review important state policies affecting their eligibility to enroll at Laredo College as well their eligibility to receive financial aid. Specifically, this workbook is intended to help students understand the reasons they:

- were placed on academic warning, suspension, and/or probation;
- lost eligibility to receive financial aid; and
- face academic and financial ramifications of withdrawing and/or repeating courses.

The policies outlined in this workbook have been significantly condensed for the sole purpose of providing a quick, but thorough, review of these critical rules. Please read this workbook carefully and completely, and contact any academic advisor or counselor at the Student Success Center at either LC campus for additional clarification (if needed).

Satisfactory Academic Progress (SAP) Policy

- **Rule 1**: A student's overall GPA determines his/her **academic standing** (good, warning, or suspension) at the institution. (Academic standing may also determine continued eligibility to receive financial aid.)
- **Rule 2**: A student is required to earn and maintain an overall GPA of 2.0 or higher at the end of every term (fall, spring, summer) to be placed and/or remain on good academic standing.
- **Rule 3**: A student who does not earn or maintain an overall GPA of 2.0 (minimum) at the end of a term will be placed on academic warning.
- **Rule 4**: A student who maintains an overall GPA of less than 2.0 for a second consecutive term will be placed on academic suspension.
- **Rule 5**: A student placed on academic suspension at the end of a fall term who requests to enroll for the spring term is required to submit a SAP Appeal Application. If approved, student will be allowed to enroll under academic probation at the institution for the spring. (Approval is never guaranteed.)
- **Rule 6**: A student placed on academic suspension at the end of a spring semester who requests to enroll for the fall term is required to submit a SAP Appeal Application. If approved, student will be allowed to enroll under academic probation at the institution for the fall. (Approval is never guaranteed.)
- **Rule 7**: A student placed on academic suspension at the end of a spring semester who requests to enroll for the summer terms is not required to submit a SAP Appeal Application. Student will be allowed to enroll under academic probation at the institution for the summer only.
- **Rule 8**: A student placed on academic suspension at the end of a summer term who requests to enroll for the fall term is required to submit a SAP Appeal Application. If approved, student will be allowed to enroll under academic probation at the institution for the fall. (Approval is never guaranteed.)
- **Rule 9**: A student under academic probation will be allowed to enroll for no more than 7 SCH per semester and must abide by all terms and conditions of his/her probationary status. (See Student Success Center advisor for details.)
- **Rule 10**: A student who improves his/her overall GPA to a 2.0 or higher at the conclusion of his/her probationary term will return to good academic standing.

Grade Point Average (GPA)

• "Grade Point Average" or GPA is calculated based on the following four-point scale. Every letter grade is assigned a numerical value, and these values are referred to as "quality points" or QP.

	· · · · · · · · · · · · · · · · · · ·	•••••		
0	1	2	3	4
(F)	(D)	(C)	(B)	(A)

• Every college-level course is valued at a specific number of "semester credit hours" or SCHs. To determine the number of SCHs you will earn for a course, refer to the **second digit** listed in the **course number**. Please refer to the following table as a guide to help you determine college level SCHs.

*Developmental vs. College-Level Courses			Seme	ester Credit Hours (S	CH)
INRW <mark>0</mark> 376	ENGL 1 301	GOVT 2 305	ENGL 1301	KINE 1164	
The first i A o indic A 1 indicates A 2 indicates	number indicates cou ates a developmenta a freshman college-l a sophomore college	rse level. l course. evel course. ·level course.	The second num A 3 in A 4 in A 1 in	ber indicates semest dicates a 3 credit cou dicates a 4 credit cou dicates a 1 credit cou	er credit hours. Irse. Irse. Irse.

*Grades earned for developmental courses are not calculated in GPA.

•To project or calculate a student's overall GPA, the following equation is used.

Overall GPA = Overall Quality Points (QP) ÷ **Overall Semester Credit Hours** (SCH)

• To calculate or predict your overall GPA at the end of the current semester, follow these steps.

Step 1: Calculat To do ti that cou	Step 1: Calculate the total QP you will earn at the end of the current semester. To do this, multiply the numerical value of a course's projected final grade by the SCH of that course. Do this for all your current courses.							
SAMPLE Semes	SAMPLE Semester QP							
Course Projected Grade Numerical Value of Grade X SCH								
ENGL 1 <mark>3</mark> 01	С	2	х	3	6			
MATH 2 4 12	В	3	х	4	12			
SAMPLE Total S	Semester QP				18			
YOUR Semeste	r QP							
Course	Projected Grade	Numerical Value of Grade	х	SCH	QP			
			х					
	X							
X								
x								
(A) YOUR Total	Semester QP	u	<u></u>					

Step 2: Add (A) to the overall QP you have already earned in previous semesters. (Refer to your unofficial transcript on PASPort to verify your overall QP.)				
SAMPLE Overall QP 18 + 24 = 42				
(B) YOUR Overall QP				

Step 3: Calculate the total SCH you will earn at the end of the current semester.				
To do this, add th	ne total SCH you will earn for the current semester with the overall SCH			
you have already	earned in previous semesters.			
(Refer to your unofficial transcript on PASPort to verify your overall SCH.)				
	7 - 15 - 22			
SAMPLE Overall SCH	/+15=22			
(C) YOUR Overall SCH				

Step 4: Divide (B) by (C). This is your projected overall GPA.		
SAMPLE Overall GPA 42 ÷ 22 = 1.909		
(D) <mark>YOUR</mark> Overall GPA		

For Your Information

For repeated courses, subtract QP previously awarded from lowest grade earned and add QP you will be awarded based on grade you predict you will earn. Leave the overall SCH as they are.

The 67% Rule

• Students are required to pass at least 67% of the total SCH they attempt every semester to continue qualifying for financial aid. This means the total number of SCH a student is required to pass is based on the total number of college-level SCH he/she attempts during a term.

• Students can calculate the number of SCH they must pass each term by multiplying 67%	6 times the total
number of college-level SCH they attempt in that specific term. Here are some samples.	S.

Semester/Term	SCH Attempted Per Term	х	Completion Rate	II	SCH Passed Per Term
Fall 2016	18	Х	67%	=	12
Spring 2017	15	Х	67%	=	10
Fall 2017	12	Х	67%	=	8
Spring 2018	9	Х	67%	=	6
Summer I 2018	6	Х	67%	=	4
Summer II 2018	3	Х	67%	=	2

- Students who do not pass the required number of college-level SCH in a term will be placed on financial aid warning and/or suspension.
- Fill in the missing information to calculate the number of college-level SCH you must pass this semester and the upcoming semester to satisfy the 67% Rule and continue your eligibility to receive financial aid. (Overall GPA must also be a 2.0 or higher.)

Semester/Term	SCH Attempted Per Term	х	Completion Rate	=	SCH Passed Per Term
		х	67%	=	

The 150% Rule or Maximum Time Frame (MTF)

Students cannot receive financial aid indefinitely. By federal law, a limit is placed on the amount of **attempted** semester credit hours (SCH) a student can pay or fund with financial aid. This "credit limit" on attempted SCH is known as the 150 % Rule or Maximum Time Frame (MTF). To calculate your "credit limit" and know the number of credits you have left before you reach your limit, follow this guide.

Question 1: What is your college-level "credit limit"?				
	SAMPLE	YOU		
(A) What is the number of credits you must earn to graduate?	60			
(B) What is half of (A)?	30			
(C) Add (A) and (B). This is your "credit limit".	90			

Question 2: How many credits have you used from your "credit limit"?				
	SAMPLE	YOU		
(D) What is the number of attempted SCH listed on your transcript? This is how much you have used of your "credit limit".	35			

Question 3: How many credits do you have left before you reach your "credit limit"?				
	SAMPLE	YOU		
(E) Subtract (D) from (C). This is how much you have left of your "credit limit".	55			

To ensure you graduate by or before the time you reach your college-level "credit limit", follow these tips.

- Register only for courses that are required in your program of study and for your major.
- Complete correct number of electives and avoid enrolling in courses you want for "fun" or "exploration".
- Avoid failing courses due to poor grades or non-attendance.
- Avoid withdrawing from too many courses.
- Seek immediate academic advising if you choose to change your program of study and/or major.
- Update your program of study and/or major at the Enrollment and Registration Services Center if you decide to change.
- \circ Seek academic advising at least once every semester to ensure you are "on the right track".

Remember, once you reach your "credit limit", you are no longer eligible to receive financial aid at the institution.

3-Peat Rule and Differential Fee

- Beginning fall 2002, the "3-Peat Rule" refers to any course attempted for a third or more time at any Texas public institution. The rule stipulates that courses repeated for a third or more time will be charged an additional fee. This policy applies to undergraduate students only. (Undergraduate students are those seeking a certificate, associate, or bachelor degree).
- At Laredo College, this added fee is called a "differential fee". (This additional fee varies from one Texas public institution to another.)
- At Laredo College, the current differential fee is **\$60.00 per semester credit hour** or **SCH**.
- The differential fee is automatically added to a student's tuition when he/she enrolls in any course for a third or more time.
- Students are responsible for tracking the number of times they attempt any course by accessing and reviewing their unofficial transcript (via PASPort) or by visiting with an academic advisor at the Student Success Center.
- To estimate the total cost of a "3-Peat" course(s) at Laredo College, follow these steps.

Step 1: Find current cost of the course(s) you are repeating.	SAMPLE	YOU
(A) How many SCH is your course(s)?	3	
(B) What is the total cost of course(s) based on SCH? (Refer to Schedule of Tuition and Fees.)	\$480.00	

Step 2: Calculate total differential fee of course(s) you are repeating.	SAMPLE	YOU
(C) What is the current differential fee per SCH?	\$60.00	
(D) Multiply (A) times (C)?	3 X \$60.00	
(E) This is the total differential fee added to course(s) you are repeating.	\$180.00	

Step 3: Calculate total cost of course(s) you are repeating.	SAMPLE	YOU
(F) Add (B) and (E).	\$480 + \$180	
(G) This is the estimated total cost of course(s) you are repeating.	\$660.00	

• To avoid differential fees added to your tuition, follow these recommendations.

- Avoid failing courses due to poor grades or non-attendance.
- Avoid withdrawing from too many courses.
- Seek help from your instructor(s) if having difficulty with a course(s).
- Seek tutoring services at the Learning Enrichment Centers if having difficulty with a course(s).

Six Drop Rule

- Beginning fall 2007, all incoming freshmen enrolled for the first time at any Texas public college or university will be limited to six course withdrawals (drops) during their entire academic career.
- Course withdrawals may be initiated and completed at the request of the student and/or faculty (instructors).
- A "drop counter" is maintained on every student record to track the number of course withdrawals that are used at the institution by each student.
- The "drop counter" is included on all official transcripts. When a student transfers to another institution, the receiving institution will know the exact number of remaining course withdrawals that student has available.
- Some course withdrawals can be excluded from this rule and from the "drop counter" if, and only if, a student:
 - withdraws completely from the institution during a specific term (i.e. drops **all** courses in the fall semester);
 - withdraws course while enrolled as a "dual credit" or "early enrolled" student (i.e. is still attending high school);
 - withdraws course while attending a private and/or out-of-state institution of higher education;
 - withdraws course that is either developmental and/or does not generate credit applicable to a degree (e.g. audited course);
 - withdraws course due to a debilitating condition that affects ability to complete course;
 - withdraws course due to a need to care for a sick, injured, or needy person(s) and becomes unable to complete course;
 - withdraws course due to active service duty in the US Armed Forces or deployment with the National or Texas Guard;
 - withdraws course due to first responder duty for large scale emergencies during an extended period of time;
 - withdraws course due to erroneous placement in said course that is above or below student's academic ability;
 - withdraws course due to disciplinary issue(s) between students in class or incompatibility between student and faculty;
 - withdraws course due to highly unique circumstances not listed in state policy (e.g. homelessness, natural disaster);
 - withdraws course due to death of family member(s) or person(s) otherwise deemed sufficiently close to student;
 - withdraws course that is a co-requisite to another course that is in progress during the same term (e.g. science lab).
- Students can visit the Office of the Registrar and Admissions to inquire about their "drop counter". You can visit this office at the following locations: Lerma-Pena Building, Rm 116 at the Fort McIntosh (Main) Campus or Billy Hall Student Center, Rm. 109A at the South Campus.

Notes