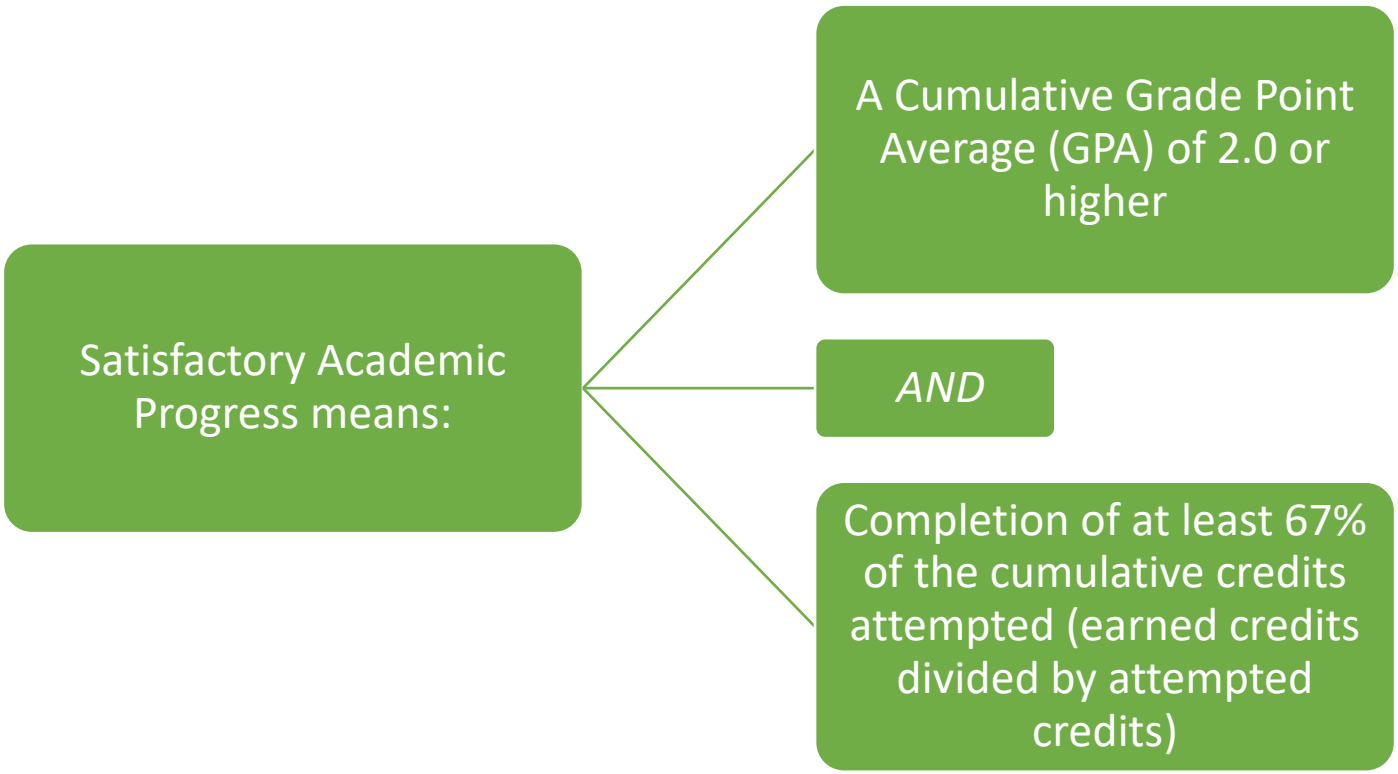
Pine Technical & Community College

RESOURCE GUIDE TO SUPPORT STUDENTS ON WARNING OR PROBATION

Pine Technical and Community College (PTCC) is committed to student success. Students must meet minimum standards of academic performance and satisfactory progress toward completion of their certificate, diploma or degree in order to attend college and remain eligible for financial aid. This guide is meant as a resource to understand the impact of unsatisfactory academic performance, the process for a student to be reinstated if suspended, and campus interventions and best practices to support students who are on warning or probation status. The goal is to reduce the number of suspensions and increase persistence and completion.

SATISFACTORY ACADEMIC PROGRESS

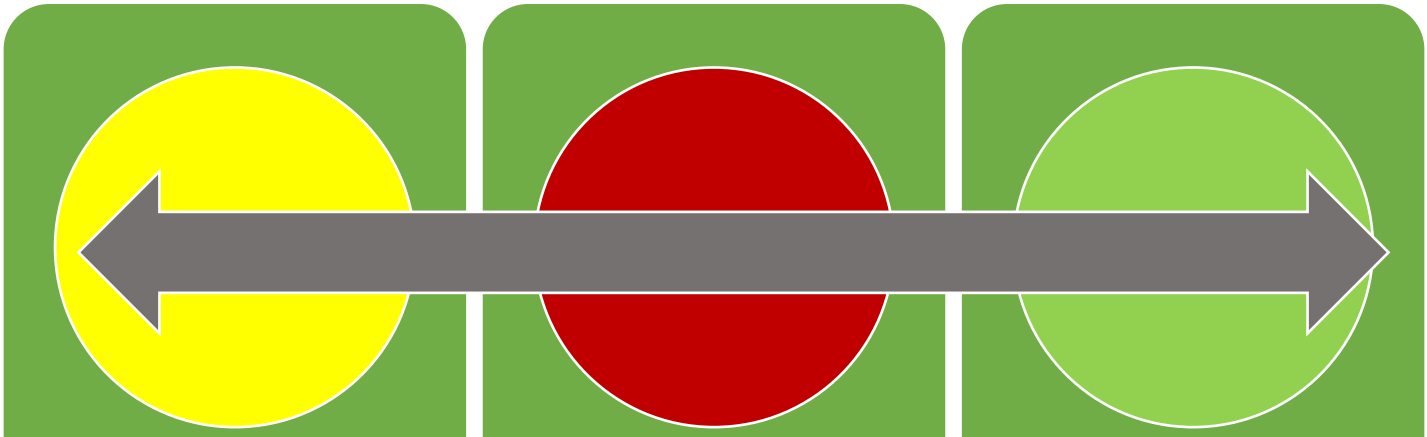
Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing and information regarding graduation requirements.



UNSATISFACTORY ACADEMIC PROGRESS

PTCC evaluates all credits for all students and applies minimum cumulative standards of progress beginning with the student's first attempted credit (in accordance with federal and state regulations and Minnesota State Policy 2.9 and 2PTCC9 Local Policy.) The process to determine who has not met Satisfactory Academic Process, and the following actions, are identified below.

1. •At the end of each term, final grades are submitted to Registrar.
2. •A report within ISRS is run and reviewed by Registrar and suspension workgroup to identify students due to their cumulative GPA or percentage of completion who have been placed on either warning or suspension status.
3. •Letters are sent to students alerting them of their warning or suspension status.
4. •If a student would like to appeal for the subsequent term, they must submit a suspension appeal and supporting documentation. The college honors academic and financial aid suspensions imposed by other MinnState colleges for newly admitted students.



Warning Status:

- •Students failing to maintain academic progress will be evaluated after each term of attendance, including summer term. Student is placed on "warning status".
- •Student will be notified by letter of warning
- •Warning status = still permitted to register
- •When a student has met satisfactory academic progress "warning" hold is removed and they do not move to suspension status.

Suspension Status:

- •If a student does not meet satisfactory academic progress while on warning status, they will be notified by letter of suspension status.
- •Students who are suspended may be eligible for re-enrollment and financial aid reinstatement only after successfully appealing a suspension.
- •PTCC has a Suspension Appeals Committee to review suspension appeals, deny/approve admission; evaluate appeals process for continuous quality improvement.

Probation Status:

- •Students with a successful suspension appeal will be placed on probation, which requires an academic plan with a member of the Student Success Team.
- •Students on probation need to obtain a *term* GPA of 2.3 and complete ***all*** of enrolled credits.
- •When a student has met satisfactory academic progress "probationary" hold is removed.
- •If a student has not met satisfactory academic progress they are placed on suspension.

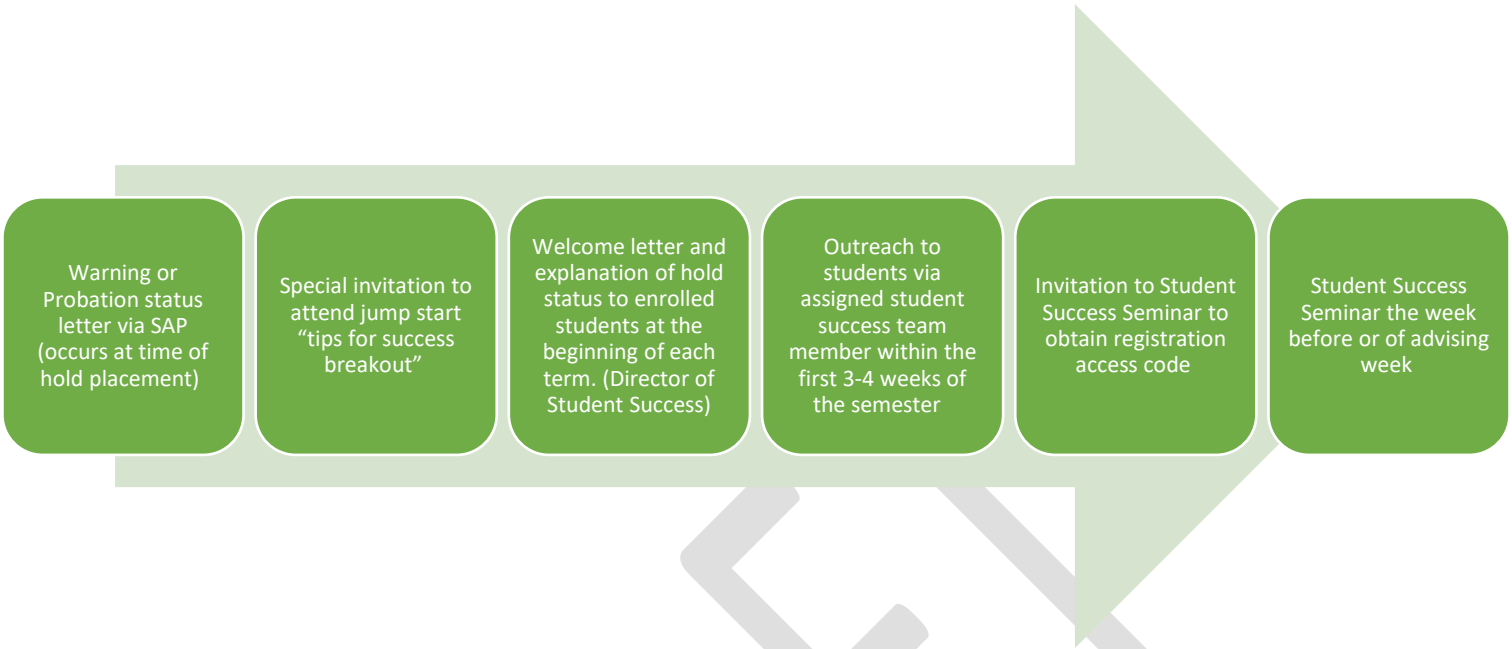
BEST PRACTICES FOR WORKING WITH STUDENTS WHO ARE ON WARNING OR PROBATION

Admissions	• Review SAP standards with prospects during recruitment meetings and high school visits • SAP definition on future student pages • Include satisfactory academic progress (SAP) definition in registration session presentations
Financial Aid	• Include satisfactory academic progress (SAP) definition on Financial Aid Award letter
Student Success Team	• Include satisfactory academic progress (SAP) definition in How to be a Successful College Student breakout during Jump Start • Include satisfactory academic progress (SAP) definition in How to be a Successful College Student during classroom visits
Faculty	• Have a clear statement regarding satisfactory academic progress identified in a syllabus • Submit FN grades by Registrar deadline after first week of courses • Update grades throughout the term for students to track their progress
Program Advisors	• Review and implement best practice details below

1. **At the beginning of the semester, Advisors should review advisee list to identify who is on warning or probation status.**
   The Director of Student Success will email program advisors a list of students on academic warning or probation. At PTCC we are focused on student success. By supporting students holistically, we can attempt to teach students how to successfully navigate the multiple demands and responsibilities that can impact their success during their academic journey. Letting students know in advance expectations of academic good standing will help avoid students being caught "off-guard" when/if they meet academic progress unsatisfactorily at the end of the term. Reminder: Students on probation need to obtain a *term* GPA of 2.3 and complete ***all*** of enrolled credits for each term until they are back in academic good standing.

2. **Advisors should encourage participation in 3 separate advising appointments during the term.**
   a. Use the Appreciative Advising Model to structure student appointments.
      i. Meet during the first 4 weeks of the semester to review academic status, an academic history exercise and prompts to identify goals by completing a student success plan. *This can be done in partnership with the student success team.*
      ii. Meeting two and three: dependent on the student-identified obstacles.
      iii. GPS lifeplan
      iv. Following up with the completed student success plan: examples may include:
         1. Determine the reason the student is in college
         2. Develop concrete academic goals
         3. Identify academic strengths and areas needing improvement
         4. Create a plan to meet with faculty instructors
         5. Financial literacy needs and Financial aid options
         6. Time management exercises
         7. Study skills, organizational exercises
         8. Connecting with peer tutors
         9. Learning styles inventory

3. **Proactive outreach plan : Implemented by the Student Success Team**



4. **Faculty are encouraged to include a short blurb about Satisfactory Academic Progress in all course syllabi and orientation materials or refer to page 22 of the Student Handbook which states:**

The College monitors all credits for all students and applies the minimum cumulative standard of progress. Students are required to:

- Meet or exceed a cumulative GPA of 2.00 AND
- Meet or exceed a cumulative completion rate of 67% AND
- Comply with maximum time frame for financial aid (150% of the published credit length of a declared program. For example, 90 credits is the maximum time frame for a 60 credit associate degree program).

Students failing to maintain academic progress will be evaluated after each term of attendance, including summer term. If a student does not meet satisfactory academic progress they will be notified by letter of warning or suspension. All notifications of suspension will include directions for the suspension appeal process. Students who are suspended may be eligible for re-enrollment and/or financial aid reinstatement only after successfully appealing a suspension. Students with a successful suspension appeal will be placed on probation, which requires an academic plan. The college honors academic and financial aid suspensions imposed by other MinnState colleges for newly admitted students.

5. **Use and understand the campus resources to report concerning behavior as a student success resource.**

AVENUES FOR REPORTING CONCERNING STUDENT BEHAVIOR/ACADEMIC PROGRESS

Faculty and staff have multiple avenues for reporting concerning student behavior at PTCC. The following chart was created to help faculty and staff understand that best avenue for reporting concerning student behavior. Note that list of behaviors is only a few examples of possible reportable behaviors.

BIT Incident Report	Academic Alert	Student Code of Conduct
Disruptive behavior, especially if getting worse after faculty attempts to intervene	Poor performance in class	Academic dishonesty
Dramatic changes in appearance, behavior, or weight	Consistently doing poorly on tests	Theft and damage of property
Making disturbing comments in conversation, e-mail, letters, social media postings or papers	Falling behind on assignments	Disruptive conduct/behavior
Sad, anxious or experiencing dramatic mood shifts	Lack of student success skills (study skills, time management, test taking skills, etc.)	Weapons on campus
Acting paranoid or suspicious	Student is at risk of failing a course	Alcohol or other controlled substances on campus
Frequently angry or easily frustrated		Abuse of smoking policy

Reporting Procedures

BIT

(see PTCC BIT page for more information)

- contact a member of the BIT to discuss concern
- Fill out the BIT Incident Reporting tool

Academic Alerts

(see PTCC Academic Alert page for more information)

- Contact Student Success Coordinator to discuss academic concern
- Fill out Academic Alert online tool to report concern

Student Code of Conduct

(see PTCC Student Handbook for more information)

- Any member of the College community (students, faculty, and/or staff) may file a complaint alleging a student or organization has violated the student conduct code. The steps to file a complaint are as follows:
    - The complaint will be filed in writing with the Chief Student Affairs Officer (forms are available for this purpose, and assistance can be provided in outlining the complaint if needed).
    - The complaint will be signed by the person entering the complaint. Anonymous citations will not be accepted.
    - Any student cited for violation of the Code of Conduct will be assumed innocent until it is determined otherwise.

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