



ACADEMIC POLICIES AND PROCEDURES

ACADEMIC STATUS

A student's academic status is determined by the policies established by the Louisiana Community and Technical College System to implement the academic standards of a college. The standards adopted by SLCC ensure appropriate academic progress at the College and assure students they are making progress toward completion of an academic goal. Students who do not meet the standards are subject to being dismissed from the College. Academic status may affect a student's eligibility for scholarships, standing with Selective Service, eligibility for special insurance rates, loans, work-study programs, and many other student activities.

DEFINITIONS OF KEY CONCEPTS USED IN DETERMINING ACADEMIC STATUS

Quality Hours – credit hours for which a student registers and receives a grade of “A”, “B”, “C”, “D” or “F”. Credit courses for which a student receives a grade of “S” is included in earned hours, but not quality hours. Courses for which students register, but later withdraw with a grade of “W” are included in attempted hours, but not quality hours.

Cumulative Quality Hours

All hours for which a student has registered and received a final grade of “A”, “B”, “C”, “D” or “F” at the college, as well as all quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of “F”).

Adjusted Quality Hours

Credit hours for which a student registers and receives a grade of “A”, “B”, “C”, “D” or “F” at the college, excluding those credit hours removed from the calculation of the student's grade point average through application of the repeat/delete policy and/or those credit hours removed through academic amnesty.

Transfer Adjusted Cumulative Grade Point Average

This grade point average (GPA) is based on the grades earned on course work taken at other colleges and universities which the student has transferred to SLCC, adjusted for repeats. Since SLCC implements the repeat/delete rule for its courses, it will calculate or accept the transfer cumulative GPA using the same criteria applied to its courses.

The transfer adjusted cumulative GPA is used to determine the academic status of transfer students with college credits from other institutions once they declare themselves as degree-seeking at SLCC or as transferring students. This could be at the point of initial enrollment at SLCC, at the point of re-entry, or at the point at which 15 hours have been attempted. The transfer cumulative GPA is entered on the transcript of degree-seeking students once they declare a major or the intent to seek a degree at SLCC.

SLCC Adjusted Cumulative Grade Point Average

This grade point average (GPA) is based on the grades earned in all course work taken at SLCC after the repeat/delete rule is applied. This GPA is reflected on the semester grade reports and on transcripts and is used to determine academic status of students at the College each semester after they have been enrolled for one semester or more (for students initially admitted as first-time students, beginning at the end of the first semester in which 15 hours or more have been attempted). It is also used to determine eligibility for graduation from SLCC (in conjunction with the degree program adjusted cumulative GPA).

Semester Grade Point Average

This grade point average is based on grades earned during a semester or session. It is determined by dividing the number of quality hours earned during a given semester or session by the quality points. This GPA is recorded on the student's grade report and on the transcript. Evaluated (for certain students) in conjunction with the SLCC adjusted cumulative average, it is used to determine academic status at the end of each semester.

CATEGORIES OF ACADEMIC STATUS

There are three categories of academic status: academic good standing, academic probation, and academic suspension. Students will receive official notification of their academic status. Such notice is not a prerequisite to students' placement in one of the above categories. The College will attempt via registered mail or other written or electronic means to inform students of any changes in academic status. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. Each category is determined by evaluating the appropriate cumulative and/or semester grade point average.

Category: Academic Good Standing

- *Non-Transfer Student*
A continuing SLCC non-transfer student is considered to be in good standing if s/he is not on probation or was not admitted provisionally. A student placed in good standing at the end of his/her first semester at SLCC remains in good standing until the SLCC adjusted cumulative grade point average falls to the probation level. This occurs when the SLCC adjusted cumulative average is at or less than the minimum standard reflected in the SLCC scale. The scale is presented in the section "Category: Probation" which follows.
- *Transfer Student*
A transfer student who has a 2.0 or higher transfer adjusted cumulative grade point average at entry into SLCC is considered to be in good standing. A transfer student who has an SLCC cumulative grade point average of 2.0 or higher at the end of the first semester of enrollment at SLCC is continued in good standing. (A 2.0 average occurs when the number of quality points is twice the number of quality hours attempted.) The transfer student's academic status at the end of each subsequent semester of attendance at SLCC will be based on the SLCC adjusted cumulative grade point average only.

Category: Probation

- *Non-Transfer Student*
A student who enters SLCC as a first-time freshman and continues at SLCC is placed on academic probation if after attempting a total of 15 hours or more, the adjusted SLCC cumulative average is at or below the minimum standard reflected in the SLCC sliding scale.
- *Transfer Student*
A transfer student enters SLCC on probation if the transfer adjusted cumulative average is less than 2.0. Also, a transfer student who appeals and is admitted to SLCC while on suspension from another higher education institution is admitted on probation. EXCEPTION: No student will be placed on probation before s/he has attempted at least 15 credit hours of college courses.

At the end of his/her first semester at SLCC, the student admitted on probation will:

- Be placed in good standing if his/her first semester GPA (at SLCC) is 2.0 or higher;
- Be suspended if s/he does not achieve an SLCC semester grade point average of 2.0 or higher.

SLCC Scale for Determining Probation

The scale for placement on probation when a student has earned 15 or more quality hours is illustrated below:

| Adjusted Cumulative-- Quality Hours Attempted | Adjusted Cumulative GPA -- Student Is Placed |
|--|---|
| 0-15 | 2.00 or less |
| 16-23 | 2.00 |
| 24 or more | 2.00 |

Category: Academic Suspension

A student must enter on academic probation or be placed or continued on academic probation at the end of a given semester before being at risk of earning an academic suspension at the end of the following semester. A student on academic probation will be suspended from the institution for one semester at the conclusion of any semester in which s/he fails to earn a semester grade point average of 2.0. The notation "Academic Suspension" will be placed on the student's permanent academic record.

EXCEPTION

No student will be suspended before s/he has attempted 24 total credit hours (at SLCC or through a combination of SLCC and other institutions).

- If a student is suspended at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.
- A student placed on suspension at SLCC can be readmitted on probation after the suspension period has elapsed or after a successful appeal for readmission has been made.
- A student suspended at the end of the spring semester may attend the summer session without appeal. If the student raises his/her SLCC adjusted cumulative GPA to 2.0 or higher at the end of the summer session, s/he is placed in academic good standing and his/her suspension period is lifted. If the student does not raise his/her SLCC adjusted cumulative GPA to 2.0 or higher in the summer session, the suspension for the fall semester is in effect. In this case, only one suspension is counted against the student, and the student may attend the fall semester only after a successful appeal.
- A student who has been placed on academic suspension and achieves a 2.0 grade point average for the semester following reinstatement must maintain at least a 2.0 grade point average in each subsequent semester of attendance until s/he achieves an SLCC adjusted cumulative grade point average of 2.0. Failure to make a 2.0 grade point average in any subsequent semester before the SLCC adjusted cumulative grade point average of 2.0 is achieved will result in another one-semester suspension.

READMISSION OR ADMISSION AFTER ACADEMIC SUSPENSION WITHOUT APPEAL

- A student suspended from SLCC for academic reasons who remains out of the College for at least one semester is eligible for readmission to SLCC on academic probation.
- A student who has been suspended for a specified period of time for academic reasons from another institution is eligible for admission to SLCC at the end of the other institution's period of suspension, provided all other admission criteria are met. The student will be admitted on academic probation.
- A student who has been suspended from another institution for academic reasons for an indefinite period of time (length not specified) will not be considered for admission to SLCC until the time would have elapsed had the suspension been incurred at SLCC.

READMISSION WITH APPEAL

A student who has been suspended may appeal to attend the College during the student's suspension period. The guidelines for readmission after academic suspension with appeal are in accordance with the following policies:

Students on Academic Suspension from SLCC

A student seeking to be readmitted to SLCC during a suspension semester must complete all steps of the appeal and enrollment process; these are outlined below:

Student obtains an instruction sheet from the Registrar's Office that outlines the appeal process.

- Student writes a letter of appeal following the guidelines in the instruction sheet.
- Student may schedule an appointment with the appropriate academic dean to review circumstances that led to the suspension and to discuss the letter of appeal.

- The appeal is presented to the Committee on Academic Standards by the academic dean, if necessary.
- Credits earned during this semester will be applicable to a degree at SLCC and other institutions.

Students on Suspension from an Institution within the Louisiana Community and Technical College System

- A student suspended at the end of a spring semester from institutions within the Louisiana Community and Technical College System may attend the summer session at SLCC without appeal. These students will be admitted on academic probation and may take a maximum of seven hours. If at the end of the summer session, the student's SLCC average is at least a 2.0, the student is eligible to continue at SLCC. If the 2.0 GPA is not achieved, the student is ineligible to attend SLCC during the fall semester without written appeal.
- A student who is suspended at the end of a fall semester or whose suspension is continued from a spring semester at an institution within the Louisiana Community and Technical College System may appeal for admission to SLCC through the following guidelines:
 - a. Student obtains permission to attend SLCC from a college or university official (usually the academic dean of his/her major) at the suspending institution. Forms to complete this process can be obtained from Admissions/Registrar Office at SLCC.
 - b. Student submits a letter of appeal to the appropriate academic dean at SLCC (a short interview may also be required). The appeal may be presented to the Committee on Academic Standards.
 - c. If appeal is granted, the student enrolls in a maximum of 13 semester hours or a lesser number as recommended. The student may obtain permission to enroll in developmental or college-level courses at SLCC.
 - d. Credits earned in developmental courses during this period will be applied to SLCC developmental course requirements and may be used to satisfy developmental requirements of the suspending institution. (It is the student's responsibility to determine if the school from which s/he was suspended will accept any developmental course credits earned at SLCC toward completion of developmental course(s) needed at the suspending institution.)
 - e. Credits earned in college-level courses during this period can be applied to a degree program at SLCC. These credits may also be accepted toward a degree at the suspending LCTCS institution provided a grade of "C" or higher is earned in each of the courses to be transferred
 - f. Students should check with the LCTCS institution of expected transfer or return to assure transferability of credits earned during this period.

Students on Suspension from Other Louisiana Higher Education Systems and Systems in Other States

A student who has been academically suspended from a college or university in other Louisiana systems and/or from other states and has an adjusted cumulative average less than 2.0 may appeal to enroll at SLCC. If permission to enroll is granted, the student will be allowed to enroll in developmental, occupational, technical, and other courses that generally do not transfer to a four-year institution.

Students on suspension from institutions in other Louisiana systems and/or from other states who have a 2.0 adjusted cumulative average may appeal to enroll at SLCC following guidelines listed under Section E above. Credits earned by students in this status can be applied toward an associate degree program at SLCC. However, these credits may not be accepted for degree credit by the suspending institution or any other college or university. It is the student's responsibility to determine the transferability of credits earned under this status.

ACADEMIC SUPPORT SERVICES

FINANCIAL AID

Federal PELL Grant Program

This program provides grants to students who have financial need and meet other requirements for financial student assistance.

Procedures for Applying

To begin the process for financial aid, the student must complete two (2) steps:

1. Complete the FINANCIAL AID REGISTRATION FORM at www.southlouisiana.edu – click on FINANCIAL AID. This form must be completed each semester
2. Complete the Free Application for Federal Student Aid (FAFSA) on the internet at <http://www.fafsa.ed.gov>

Both steps should be completed and sent to the Financial Aid Office by the FINANCIAL AID PRIORITY DEADLINE in order to receive notification of eligibility BEFORE the TUITION deadline.

Supporting documentation may be required from all students. Failure to submit requested information in a timely manner delays the processing of the financial aid application. First-time freshmen, transfer and re-entry applicants must have a completed admissions file with the Admissions/Registrar's Office before financial aid will be processed. For transfer students, academic transcripts from each previously attended higher education institution must be submitted to the Financial Aid Office.

To be eligible for aid through this program, the applicant must:

- Demonstrate financial need according to the FAFSA
- Have a high school diploma, General Education Development (GED) Certificate, or show an ability to benefit
- Be enrolled as a regular student SEEKING A DEGREE in an eligible program at SLCC
- Be a U.S. citizen or eligible non-citizen
- Have a Social Security Number
- Make satisfactory academic progress
- Sign an educational purpose/certification statement on refunds and default
- Register with the Selective Service, if required

All documentation must be received before eligibility can be determined. The documents must be accurate and complete. Once the financial aid application has been processed, the applicant will receive a status letter advising him/her of the award. This document must be signed and returned to the SLCC Financial Aid Office before the published deadline. With the applicant's approval, the financial aid that is accepted will be used to credit the student's account for tuition.

Students who are enrolled simultaneously at SLCC and at another institution are reminded that they can only *receive financial aid from **one** of those institutions*, depending on the extent to which their assessed needs are met by the award of one institution. If SLCC has sufficient reason to believe that an applicant has applied for any SLCC funds under false pretenses, the matter will be referred to the appropriate agency and/or the Department of Education.

The enrollment status for financial aid purposes is determined by the semester credit hours (SCH). The table below applies to enrollment during regular (Fall and Spring) semesters:

| Credit Hours | Enrollment Status |
|--------------|---------------------|
| 0-5 | Less than half-time |
| 6-8 | Half-time |
| 9-11 | Three-quarter-time |
| 12 or more | Full time |

Summer enrollment is calculated as follows (based on an eight-week term):

| Credit Hours | Enrollment Status |
|--------------|--------------------|
| 3-4 | Half-time |
| 5 | Three-quarter-time |
| 6 or more | Full time |

Satisfactory Academic Progress for the Federal PELL Grant Program

To be eligible to participate in the Federal PELL Grant Program, a student must meet the following minimum satisfactory academic progress standards. The policy applies to all transfer, reentry, and continuing students.

General Guidelines

- Students must be eligible to enroll according to the academic standards of South Louisiana Community College.
- Satisfactory academic progress standards for financial aid purposes will be determined at least once a year. All courses on the transcript – regardless of grades received – count toward the total registered hours. All repeat courses and developmental courses will be used to determine hours the student has attempted. These standards are for all students applying for financial aid, regardless of whether or not financial aid was received for all or only part of the registered hours.
- Students must complete at least 67% of courses attempted and maintain at least a 2.0 cumulative GPA to remain eligible for financial aid. Grades of “W”, “I”, and “NC” will not impact GPA, but will impact completion rate.
- Any student enrolled in a regular two-year curriculum may receive financial aid funds for no more than 150% of the number of semester hours required for the student’s degree (usually 90 registered hours for an associate degree program).
- Students may receive funds while enrolled for a maximum of 30 semester hours of developmental courses. These developmental hours ARE counted in determining the 150% maximum hours. Students who continue to be enrolled after having pursued 30 hours of remedial courses will receive aid based on the number of non-remedial course hours in which they are enrolled for that semester.
- ACADEMIC AMNESTY HAS NO EFFECT WHEN DETERMINING SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID.
- Current SLCC students not meeting the minimum satisfactory academic progress standards will be placed on financial aid probation. Students are eligible to receive financial aid during the financial aid probation period.
- Direct deposit of refunds is mandatory. Students must obtain a direct deposit form, complete and return to the Business Office (Room 110).

NOTE: If the minimum standards are not met during the semester of probation, students will be placed on financial aid suspension. Students placed on financial aid suspension are NOT eligible to receive financial aid.

Regaining Eligibility

- A student who becomes ineligible for financial aid because s/he failed to meet the standards for satisfactory academic progress will continue to be ineligible until such time as the student re-establishes eligibility by achieving the 67% and 2.0 satisfactory academic progress standards.
- If the student believes that the academic record has been incorrectly evaluated, or if extenuating circumstances (such as illness, death in family, etc.) have affected the student's academic performance, the student may submit a written letter of appeal to the Financial Aid Director. The initial appeal will be reviewed by the Financial Aid Director to determine its merit. Appeals denied by the Financial Aid Director may be referred to the Financial Aid Appeals Committee. The ruling made by the Financial Aid Appeals Committee will be final. Students will be notified in writing of the results of the appeal. NOTE: Appeals submitted are not for the upcoming semester but are for the following semester.