

NCCC Satisfactory Academic Progress (SAP) Policy

Academic Requirements

To remain a student at North Country Community College, a student must maintain a minimum Grade Point Average (GPA) that varies depending upon the number of credits a student has attempted, and the number of credits earned. When a student meets these minimum requirements, he or she is making *Satisfactory Academic Progress* (SAP). Failure to make *Satisfactory Academic Progress* may lead to dismissal from NCCC.

The table below displays the minimum requirements that students must meet to stay within SAP requirements.

Satisfactory Academic Progress (SAP) for Academics For all Certificate Candidates

Attempted Credit Hours	Minimum GPA	% credit hours completed
0-15	1.5	50%
16-30	1.75	60%
31-45	2.0	60%
46-54	2.0	60%

Satisfactory Academic Progress (SAP) for Academics For all Associate Degree Candidates

Attempted Credit Hours	Minimum GPA	% credit hours completed
0-15	1.0	50%
16-30	1.25	60%
31-45	1.50	60%
46-60	1.75	60%
61-75	2.0	65%
76-98	2.0	70%

Attempted credit hours include:

- Earned hours- Grade of A-D and courses with a grade of S
- Repeated courses- both attempts
- Remedial Coursework
- Withdrawal- W grades
- Failures – F grades
- Incomplete grades
- All accepted transfer credits and consortium agreement credits that count towards the degree program.

Completed credit hours include:

- Earned hours- Grade of A-D and courses with or S
- Repeated courses- one attempt
- Remedial Coursework
- Failures- F grades
- All accepted transfer credits and consortium agreement credits that count towards the degree program.

To illustrate what this means, consider a student who enrolls in 12 credit hours of courses for a semester but earns a grade of F in 9 of those credits. This student will not have maintained *Satisfactory Academic Progress* because fewer than 50% of the credits were completed successfully. In other words, the student would have to earn passing grades in at least 6 credits of coursework to maintain SAP. In addition, the student's GPA at the end of the semester would have to be a 1.0 or higher.

When a student fails to make *Satisfactory Academic Progress*, his or her status for the subsequent semester will be one of the following:

- Warning
- Probation
- Dismissal

The next table describes how each of these will impact a student's ability to continue at NCCC.

	Warning	1st Dismissal	Probation	Final Dismissal
Definition	Student fails to meet SAP at the end of a semester SAP Warning letter sent to student	Student fails to make SAP at the end of the <i>Warning Period</i> . SAP Dismissal letter will be sent to student.	Student fails to make SAP at the end of the <i>Warning Period</i> AND has been granted an appeal.	Student has failed to meet conditions of Academic Plan and/or make SAP during Probation Period. Final SAP Dismissal letter sent
Required Student Action	No appeal is required to be placed on Warning.	Student must successfully appeal in order to be placed on Probation	The student will be required to meet specific goals (<i>Academic Plan</i>) during the Probationary semester.	Student is no longer eligible to enroll in courses at NCCC.
Eligibility to Continue	At the end of the <i>Warning Period</i> , student must be making SAP or submit an appeal to be considered for Probation Status.	If the appeal is approved, student will have to meet specific requirements by the end of the subsequent semester (<i>Probation Period</i>) to continue.	At the end of the <i>Probation Period</i> , student must meet SAP and/or be successfully following the established <i>Academic Plan</i> to continue.	Student is no longer eligible to enroll in courses at NCCC.

It is important to note that specific academic programs may have additional standards in place to maintain enrollment in the program.

Appeal Procedure

The appeal procedure gives students an opportunity to provide evidence to support their desire to be granted an additional semester to demonstrate their dedication to be successful at North Country Community College.

- Students wishing to appeal the loss of their academic eligibility must complete and submit an Appeal Application within 10 days of the date of the SAP Dismissal letter.
- Appeal letters along with supporting documentation should be addressed to:
Academic Vice President, North Country Community College, SAP Appeal
PO Box 89, 23 Santanoni Ave, Saranac Lake, NY 12983
- Please allow 10-14 days for notification of your appeal.
- All decisions are final.

If the student's appeal is approved, the student will be placed on Probation. There is no appeal for the second, or final, dismissal.

Approved by NCCC College Senate, April 2011
Approved by NCCC Board of Trustees (2010-11-06-21-11-11), June 2011