

# ACADEMIC INFORMATION

## CUMULATIVE GRADE POINT AVERAGE (CGPA) / PACE (PROGRAM COMPLETION RATE)

The Cumulative Grade Point Average measures the quality of a student's coursework. The CGPA is calculated using the method described earlier in the Grading System section.

Pace (Program Completion Rate) measures a student's progress in completing the program within the Maximum Time Frame. Pace is calculated by dividing the number of credits earned into the number of credits attempted.

Students are considered in good academic standing if the following Cumulative Grade Point Average and Pace are met at the specified evaluation points.

Evaluation Period	CGPA	Pace
<b>4 Semester Programs</b>		
1st Semester	1.25	40%
2nd Semester	1.5	50%
3rd Semester	1.75	60%
4th Semester and After	2.0	70%
<b>3 Semester Programs</b>		
1st Semester	1.5	50%
2nd Semester	1.75	60%
3rd Semester and After	2.0	70%
<b>2 Semester Programs</b>		
1st Semester	1.5	50%
2nd Semester and After	2.0	70%
<b>1 Semester Programs</b>		
1st Semester and After	2.0	70%

A student who successfully completes only the minimum Pace (Program Completion Rate) percentage will have to continue beyond the normal program length. Douglas Education Center requires that all courses be successfully completed in order to graduate from the program.

## MAXIMUM TIME FRAME

Students must complete their programs within 150% of the normal program length as measured in credits attempted. For example, if the program is 64 credits in length, the Maximum Time Frame is 96 credits ( $64 \times 150\%$ ). This means a student cannot attempt more than 96 credits of coursework to earn the 64 credits needed to complete the program.

The Maximum Time Frame for a transfer student or a student changing programs is adjusted based on the number of credits the student needs to complete the program. Transfer credits will be subtracted from the normal program length, and then multiplied by 150% to determine the Maximum Time Frame for completing the program. For example, if the program is normally 64 credits, and the student transfers in 14 credits, he/she only needs to complete 50 credits to earn the degree. The Maximum Time Frame is 75 credits ( $50 \times 150\%$ ).

## ACADEMIC PROBATION

A student not meeting the CGPA and Pace requirements will be placed on academic/financial aid warning until the next evaluation

point. The student will receive written notification of academic/financial aid warning from the Director of Academic Progress. The written notification will describe what the student must do to regain satisfactory progress.

A student who meets the SAP standards at the end of the next evaluation period will be removed from warning. A student, who fails to meet SAP standards at the end of the warning period, must appeal to remain in school. The student may continue in a probation status until the end of the next evaluation period.

A student who fails to meet the SAP standards at the end of the probationary period may be dismissed. Only under mitigating circumstances will the Vice President of Academic Affairs allow the student to remain in school.

## COURSE REPETITIONS

Students who receive an F or W grade must repeat the course and earn a passing grade. If otherwise eligible, students may receive financial aid to pay for repeating courses with W or F grades.

Students may also repeat a course with a grade other than F or W to receive a better grade. Students who repeat courses in which they have already earned a passing grade will not be eligible for financial aid to pay for those repeated courses.

When a course is repeated, both grades are included in the CGPA calculation. When computing the Course Completion Rate and Maximum Time Frame, credits for both the original attempt and all repeat attempts will be counted. Failed courses must be repeated and take precedence over the scheduling of any new courses. Once a student fails a course, it may not be possible for them to graduate on time (within 100% of the program length).

## INCOMPLETE GRADES

Any student who fails to meet the requirements of any course by the semester's end will receive an "Incomplete" (I) grade in that course, provided that he or she has maintained a passing grade in the course. The student has until the second week of the subsequent semester to make up the incomplete work in which he or she received an (I) grade. If the student fails to make up the missed work, the (I) grade will revert to a failing grade for that course. If the work is made up, the student will then receive a letter grade for the course.

## WITHDRAWALS

All official withdrawals are required to meet with Education, Business Office, and Financial Aid departments for exit counseling.

Students withdrawing from the institution or a course will receive a W grade for each course started but not completed. W grades are not included in the calculation of the Cumulative Grade Point Average (CGPA). W grades are counted as credits attempted but not earned in calculating the Course Completion Rate and Maximum Time Frame.

## NON-CREDIT / REMEDIAL COURSEWORK

Douglas Education Center does not offer non-credit and remedial courses as part of its approved programs. Non-credit and remedial courses do not affect academic progress.

Douglas Education Center offers courses for no credit and individual courses for credit without being enrolled in an approved program. Satisfactory academic progress standards do not apply to these courses. Students are not eligible for financial assistance for these courses.