

Approved on 5/28/2020

Administrative Council Meeting Minutes

Thursday, May 21, 2020

Teleconference 10:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Heidi Schneider-Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:59 a.m.

b) Review of May 15, 2020 Minutes

i) The minutes of the previous meeting were reviewed and approved.

2) OLD BUSINESS

a) VSIP Update (Academic/Student Affairs)

i) Two employees from the Physical Plant Department have filed the necessary paperwork. VP Kenner will make a recommendation, after consulting with the Physical Plant Director.

b) Recruitment Efforts for Fall (Academic/Student Affairs)

i) Community Relations Director Wood and Student Services Director Shark are putting together a recruitment proposal and hoping to have it finished by the first week in June. VP Halvorson explained Academic Affairs Director Nelson re-ran the numbers and there are fewer DLHS students committed to LRSC than they thought. They will focus much attention in that direction.

c) Registrar's Office Manpower Needs (Academic/Student Affairs)

i) The request to bring a furloughed employee back at 19 hours per week was considered. Council agreed to bring Brittany Westphal back at 15 hours per week starting June 1st.

d) Travel Budget and State Fleet Vehicles (Administrative Affairs)

i) The campus state fleet personnel are working on a report.

3) NEW BUSINESS

a) Banners (President)

i) Community Relations Director Wood sent a quote for \$3,054.50 to replace the canvas banners and some of the mounting brackets on poles in town. VP Kenner offered a suggestion to use the deferred maintenance funding source for one third of the cost. While noting it is not a critical expenditure, it enhances the campus. Council approved the expenditure.

b) Housing Occupancy (Administrative Affairs)

i) Council discussed re-working the plan to use South Hall for quarantine only quarters. VP Halvorson explained the need to isolate the POTP students. They work so closely with one another if one of them gets the virus from another student on campus the program will have to be halted. He proposed putting POTP students in South Hall. Other possibilities for quarantine quarters discussed were portables which could prove to be too expensive or a couple rooms in each hall or suites in Gilliland, so bathroom facilities are

available to quarantined persons only. [The discussion will continue, and council will look for advice from the CDC for colleges in these situations.](#)

c) **Athletics**

- i) President Darling shared the discussion he has been having with Athletic Director Mertens about the future of the athletic seasons. Director Mertens would prefer to play with no audience rather than scrap the season. President Darling explained we will follow the guidelines the NJCAA and Mon-Dak Conference recommend.

d) **Staff Back on Campus**

- i) [President Darling wants all to be aware we need to outline a plan prior to having staff back on campus. Those tasked with preparing campus for their return will need proper notice to have things in place.](#)

e) **Fire Department**

- i) VP Halvorson announced the Grand Forks Fire Department agreed to accept LRSC's offer in exchange for using both classrooms for POTP.

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 10:54 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be Th-May 28@10:00a



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Standards of Satisfactory Progress for Financial Aid Eligibility	800	12

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached document. Changes are in yellow.

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Financial Aid Satisfactory Progress Committee	05/13/2020
SIGNATURE & TITLE OF SUBMITTER	DATE
Katherine Nettell Digitally signed by Katherine Nettell <small>Date: 2020.05.13 11:36:51 -05'00'</small>	05/13/2020

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|---|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
Digitally signed by Doug Darling <small>DN: cn=Doug Darling, o=Lake Region State College, ou=President, email=doug.darling@lrsc.edu, c=US Date: 2020.05.15 15:13:03 -05'00'</small>	5/15/2020

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

Lake Region State College Policy 800.12
Standards of Satisfactory Academic Progress
Financial Aid Office
Effective July, 2011 (Commencing Fall 2011)

In order to receive federal financial aid, students must meet certain academic requirements called Standards of Satisfactory Academic Progress (SAP). LRSC is required by federal and state regulations to determine whether a student is meeting SAP requirements. SAP evaluations apply to all terms, including summer, and to all students (both aid and non-aid recipients).

All credits, including transfer credits, that apply to the student degree, will be used in calculating quantitative components of SAP. Transfer credits are entered on the student's record and will be considered in the attempted credits until the student has met the maximum attempted credits for their program. Students who reach the maximum credits will be evaluated to determine what credits shortens their pursuit of their degree. Once a transfer student is identified as attempting maximum credits, the number of credits required to earn the degree will be added to the attempted credits and entered in the Career Exceptions tab in the Attempted Max Units field.

SAP requirements are measured in the following three areas:

1. **GPA (Qualitative):** In order to meet the grade point average requirements, a student will need to have an academic standing consistent with the requirement for graduation from the program at the end of the first, second and third semesters. At the end of the 4th semester of attendance the student MUST have a cumulative GPA of C (2.0) or better. Below is a chart that illustrates the academic requirements.

Semester	Minimum Cumulative GPA Required
1 st Semester	1.50
2 nd Semester	1.60
3 rd Semester	1.75
4 th Semester	2.00

2. **Credits Attempted (Quantitative):** All students must complete two-thirds (66.67%) of the credits they attempt. This percentage will be calculated cumulatively each semester. The percentage is determined by dividing the total number of successfully complete credits by the total number of credits the student was registered for on the LRSC FA Census Date. The cumulative credits calculations include all credits attempted even if they do not pertain to the current degree.
3. **Maximum Time Frame (Quantitative):** All students must complete their declared program within 150% of the published length of the program. A student who has attempted 140% of their program credits will be receive a letter advising them they are reaching the maximum credits. i.e., if the program of student requires 60 credits to graduate than 90 is the maximum number of attempted credits allowed for a program. When the student has attempted 140% or 84 credits they would receive a warning notice. Students who have attempted 150% of their program credits will be suspended from financial aid and will be notified by letter.

Financial Aid Warning: Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of the semester. A student assigned a Financial Aid Warning will be notified in writing. The student may continue to receive financial aid for one subsequent semester under this status despite the determination that the student is not making SAP.

Financial Aid Disqualification: Financial Aid Disqualification status is assigned to a student who fails to make SAP or does not fulfill the requirements set forth in his or her academic plan of study when placed on Financial Aid Probation. A student who is placed on Financial Aid Suspension may only receive financial aid if the student reestablishes eligibility by meeting the standards set forth in this policy.

Financial Aid Probation: Financial Aid Probation status is assigned to a student who has been placed on FA Disqualification and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on financial aid

probation may receive financial aid for one subsequent semester. They may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be required to submit an Academic Plan of Study, signed by an advisor. At the conclusion of the FA Probation period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan of Study.

Financial Aid Census Date: The financial aid census date is the first day after the last day to drop/add classes at 100% refund and is the date the financial aid office uses to lock in the enrollment status. FA Census date is the calendar date that corresponds to 8.99% of the semester.

Unofficial Withdrawals: Students who receive all failing or incomplete grades in a semester are considered to have unofficially withdrawn from the college and are immediately placed on Financial Aid Disqualification. This will be disqualification without a warning period first. Federal regulations require that a refund calculation be done for all students receiving state and federal funds, unless the institution can document an official last date of attendance beyond the 60% point in one of the student's classes. The calculation and return of these funds may result in the student owing a balance to the college and/or the U.S. Department of Education. Pell recipients whose class activity cannot be verified may have to pay back all or a portion of their grant.

Successful Completion: Successfully completed credit hours include grades of A, B, C, D, or S. Credit hours that are not considered successfully completed include blank grades, F (Fail), W (Withdrawal), U (Unsatisfactory) and I (Incomplete). Unsuccessfully completed hours are included as attempted hours.

Dropped Courses and Official Withdrawals: Classes that a student drops or withdraws from count toward the cumulative credits attempted if they are dropped or withdrawn from on or after the LRSC FA Census Date.

Treatment of Non-Standard Credits

Type of Credit	Included in GPA Calc	Included in 66.67% Cal (Pace)	Included in Max Time Frame
Audit	NO	NO	NO
Satisfactory/Unsatisfactory	NO	YES	YES
Transfer	NO	YES (excludes ASC courses and W grades)	YES (excludes ASC courses and W grades. Financial aid evaluation is done once student has attempted maximum credits for their stated degree)
Pass/Fail	YES if failed	YES	YES
Consortium/Collaborative	YES	YES	YES
Repeated Courses	YES (Most recent grade)	YES (each attempt)	YES (each attempt)
Developmental Courses (ASC)	NO	YES	YES

Repeated Courses: If a student has successfully passed a course and wishes to retake the course for a higher grade, the course can only be included in his enrollment status once more for financial aid purposes. Failed courses may be repeated and counted towards student's enrollment status until it is passed. The repeated course would be counted as attempted credits.

Transfer credits/Major Changes: Students who have changed their major, pursuing a second degree or are transfer students are more likely to reach the maximum time frame. If a student changes majors or has transfer credits, the credits earned will be included in the calculation of attempted credits, earned credits and maximum time frame. Through the appeal process the financial aid office can adjust the maximum number of credits they are allowed to attempt in the pursuit of their degree. The student will be required to submit an academic plan that has been approved by an advisor.

Military: Students who are required to withdraw from LRSC after the FA Census Date for military reasons may be placed on Financial Aid Warning or Disqualification. The student should contact the Financial Aid Office to resolve any negative SAP status that resulted from their deployment.

Notification Process: The student will receive a written notification of their Satisfactory Academic Progress Warning and/or Disqualification status at the end of each semester after grades are posted. Applicable holds will be added to the student's Campus Connection hold list.

Appeal Procedures: Financial Aid Appeal is the process by which a student who is not meeting LRSC's SAP standards petitions the institution for reconsideration of eligibility for title IV financial aid. Title IV financial aid includes Federal Pell Grant, Teach Grant, SEOG Grant, Work-Study, Perkins Loan, Direct Loans and Direct PLUS Loans. Students, who fail one or more of the three measures of SAP, are not eligible for federal, state and institutional financial aid. However, students failing SAP standard who had mitigating circumstance, such as death in the family, illness, involuntary military leave, etc, may request reinstatement of their financial aid eligibility by completing the Satisfactory Academic Progress Appeal Form. Contact the Office of Financial Aid for an Appeal Form or access the form from the LRSC website at www.lrsc.edu.

The appeal should include:

- Satisfactory Academic Progress Appeal Form
- Documentation to support the reason for failure should be included with the appeal form
- A copy of the Academic Plan of Study, signed by the student's advisor, must be attached

Financial Aid Committee and Decision: SAP Appeals will be handled on an individual basis. If the Director approves the petition, the student will be deemed to be making a satisfactory rate of progress for a period not to exceed one year. If during this time, the student meets the established standards, satisfactory progress will be re-established. Students will be notified of the decision in writing within 30 days.

Appeal of a denied petition may be made in writing to the Vice President of Student Services within 15 days of the notification of denial. The request will be taken to the FA Committee who renders a final decision on all appeals within 30 days of receipt of the written appeal. If the appeal is approved, the student will be deemed to be making satisfactory academic progress for a period not to exceed one year. If during this time the student meets the established standards, satisfactory academic progress will be reestablished. The decision of the Financial Aid Committee will be final.