



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Standards of Progress for Certification of Veterans and Other Eligible Persons, Degree and Certificate Programs	FEA - II	5	8/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Financing Education: Financial Aid and Scholarships	FEA	8/26/2025

## DEGREE PROGRAMS

### I. GRADING SYSTEM

Basic to the determination of satisfactory academic progress of veterans and other persons eligible to receive VA educational benefits is the College Grading System shown below:

Grade in Course	Grade Points Per Semester Hour
A - EXCELLENT	4
B - GOOD	3
C - FAIR	2
D - POOR	1
F - FAILURE	0

- **W - WITHDREW (non-punitive)** This grade is given for an instructor or student-initiated course withdrawal through the twelfth week of a semester (fourth week, summer day session; sixth week, summer nine-week session). After the twelfth week or until the end of the semester (fourth week, summer day session; sixth week, summer nine-week session), if a student withdraws from a course the instructor will either assign a "W" if passing work was being accomplished or an "F" if the student was doing failing work.
- **I - INCOMPLETE** This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. To be eligible,



the student must have essentially completed the course. The work remaining should be of such a nature as not to require class attendance. If the work is not made up within the following long semester, the "I" will be changed to a punitive "F" and the course must be repeated if credit is to be given.

- AU - AUDIT (non-punitive) This grade indicates a course is taken for no credit.

The following grades may be assigned for Internships, Practicums, Special Projects, Seminars, CLEP Examinations, Credits by Examination, and other courses approved by the Vice President, Instruction:

- CR - CREDIT Grade points are not computed. This grade will be given when the student achieves the criteria established by the instructor for passing that specific course. Appropriate credit hours are given.
- NC - NONCOMPLETION (non-punitive) Grade points are not computed. This grade will be given when the student does not complete the criteria for the CR in the special courses listed above nor all of the modules required to complete a self-paced course. The student must re-enroll in the course to receive credit.

## **II. PROGRESS RECORDS AND EVALUATIONS**

1. Grade reports are mailed to the student at the end of each semester and each summer term.
2. Students who have attempted 12 or more semester hours at McLennan Community College shall have their scholastic records evaluated at the end of the fall and spring semesters.

## **III. SATISFACTORY PROGRESS**

Students shall be considered to be achieving satisfactory progress if they maintain a 2.0 cumulative grade point average (on a 4.0 scale) in all course work attempted at McLennan Community College.

## **IV. UNSATISFACTORY PROGRESS**

1. Certification Probation - students who fail to maintain a cumulative grade point average of 2.0 at the end of either the Fall or Spring semesters, after having attempted 12 or more semester hours at McLennan Community College, shall be placed on Certification Probation during the next long (spring or fall) semester in which they enroll.

NOTE: Students on academic probation or suspension at another college or university who transfer to McLennan Community College shall be placed on Certification Probation during the first long semester in which they enroll; thereafter, all provisions of the McLennan Community College Standards of Progress for Certification of Veterans and other Eligible Persons, Degree and Certificate Programs will apply.

2. Certification Suspension - At the end of the Certification Probation semester, students who fail to achieve a cumulative grade point average of 2.0 or greater shall be reported to the Department of Veterans Affairs as making unsatisfactory progress and shall be placed on Certification Suspension during the next fall or spring semester. (i.e., they shall not be certified for additional VA educational benefits until they achieve a 2.0 cumulative grade point average or satisfy the requirements of the appeals process.)

## **V. APPEALS PROCESS**

1. Students who have been placed on Certification Suspension have the right to appeal to the Director, Financial Aid to be considered for continued certification by the Office of Veterans Services during the long semester in which they have been placed on Certification Suspension.
2. Students who desire to appeal their Certification Suspension status must submit through the Technician, Veterans Services, the following documents to the Director, Financial Aid:
  - a. A plan of action cooperatively prepared by a college counselor/advisor and the student describing minimum performance standards that must be met during the semester for which the student wishes to be certified.
  - b. Form 22-1995 or 22-5495 completed, including a statement from a college counselor/advisor verifying that the training program selected is suitable to his/her aptitude, interest, and ability.
  - c. Form 4138 completed and accompanied by a statement describing (a) reason(s) he/she was not able to maintain satisfactory progress and how he/she plans to overcome the problem(s); (b) why he/she feels the program is suitable; and (c) a request for a letter of certification eligibility.
  - d. An official transcript of all previous work completed at the college.



3. If a student's appeal is favorably considered he/she shall be certified for VA educational benefits and continued on Certification Probation status.
4. Students who are continued on Certification Probation must meet the following academic criteria:
  - a. Achieve a 2.0 semester grade point average each semester thereafter.
  - b. Achieve within two long semesters a 2.0 cumulative grade point average.

Failure to achieve either or both of the above criteria during the period in which they have been continued on Certification Probation shall result in students being reported to the Department of Veterans Affairs as making unsatisfactory progress. Students who have been reported for unsatisfactory progress (placed on Certification Suspension) three times will not thereafter be certified for Veterans Educational Benefits by the college.

## **CERTIFICATE PROGRAMS**

### **I. VOCATIONAL NURSING**

Veterans/dependents enrolled in the Vocational Nursing program must maintain a 2.0 grade point average in all Vocational Nursing courses. No more than one Vocational Nursing course may be repeated during the program, and that course may be repeated only once. If a student does not pass a course he/she is denied admission to the program until that particular course is offered again. If a student fails any two courses in the required curriculum, they are terminated from the program and are not eligible to re-apply. A formal evaluation by the Vocational Nursing faculty is completed at the end of the semester and students not achieving satisfactory progress at that time are so advised. A second evaluation is completed at the end of ten weeks. A student who does not achieve a 2.0 grade point average at the end of the semester will be reported to the Department of Veterans Affairs for unsatisfactory progress.

### **II. RESPIRATORY CARE TECHNICIAN**

Veterans/dependents enrolled in the Respiratory Care Technician program must make a "C" or better in all courses in the curriculum to be eligible to continue in the program. A student will be reported for unsatisfactory progress at the end of a semester in which a grade of "C" is not achieved in each class.



### **III. BASIC POLICE CERTIFICATION COURSE**

Veterans/dependents enrolled in the Basic Police Certification Course will be certified for VA Educational Benefits after successful completion of the 400 clock hour course. A passing grade of 70 is required to successfully complete the Basic Police Certification Course.

### **IV. COSMETOLOGY**

Veterans/dependents shall be considered to be achieving satisfactory progress if an average grade of 76 is maintained in all prescribed courses. If the student's grade average falls below 76 he/she will be counseled by the instructional staff, and will be placed on probation for a six week period. If the student does not achieve a grade average of 76 at the end of the probation period, the student will be reported to the Department of Veterans Affairs for unsatisfactory progress.

The student will not be allowed to reenter the program for a period of one year.

#### Grading Scale for Cosmetology

A - 96 - 100

B - 95 - 86

C - 85 - 81

D - 80 - 76

F - 75 - or below

### **V. PARAMEDIC CERTIFICATE**

Students will be required to score a minimum of 75 on each major exam. Only one (1) re-test on each exam will be allowed to achieve a score of 75. A student who fails to make at least a score of 75 on a re-test will be dropped from the program immediately. The Department of Veterans Affairs will be notified of the withdrawal for unsatisfactory progress at that time. Grades will be averaged at the end of the semester and the students will be required to achieve a semester grade average of 80 or better. Students who fail to achieve a semester average of at least 80 are not permitted to enroll in subsequent courses, and will be reported for unsatisfactory progress.