

Students receiving federal and state financial assistance are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of overall grade point average and the rate at which hours are being completed toward an academic program.

Required Grades

The student's cumulative grade point average is determined at the end of each semester. The institution's grading policies can be found in the college catalog.

A student with less than the grade point average specified in the chart below will be placed on probation for a period of one (1) semester. During the probationary period, a student may receive any financial aid for which he/she is otherwise eligible (with the exception of student loans).

Required Completion Rate

In addition to maintaining the overall grade point average (OGPA) specified, a student must be progressing at an acceptable rate toward completion of their academic program. Completion rates are measured at the end of each semester. Satisfactory academic progress standards require that a student successfully complete, with a grade of D or better, a specified percentage of attempted semester hours.

A student not successfully completing the minimum percentage of cumulative semester hours attempted will be placed on probation. During the probationary period, a student may receive any financial aid for which he/she is otherwise eligible (with the exception of student loans).

Attempted Semester Hours	OGPA	Completion Rate
1-16	1.60	50%
17-32	1.70	55%
33-47	1.85	60%
48+	2.00*	67%

*Failure to attain a 2.00 overall grade point average after 48 attempted hours results in automatic suspension of financial aid with probationary period.

Suspension of Financial Aid

A student whose overall grade point average and completion rate do not meet the required minimums at the end of the probationary period will be placed on suspension. A student on suspension will be prohibited from receiving federal or state financial assistance until the required grade point average and completion rates satisfy the minimum requirements based on the number of attempted semester hours.

A student will be automatically placed on financial aid suspension with no probationary period if he/she does not complete his/her chosen academic program after attempting 1.5 times the number of credit hours required in the program. Financial aid suspension for this reason is permanent unless it is determined through the appeal process that the student is progressing at an acceptable rate toward completion of his/her program despite failure to meet satisfactory academic progress standards.

Course Repetitions, Incompletes and Withdrawals

When a student repeats a course, the highest grade receive will be used in the calculation of the cumulative grade point average. Each course will be included as an attempted course. Courses receiving grades of “WX” or “WZ” are not counted in the calculation of attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do not count as attempted semester hours.

Remediation: Non-credit remedial courses are included in a student’s program of study and therefore may not affect satisfactory academic progress.

Application of Standards: These satisfactory academic progress standards apply to all students, part-time, or full-time, enrolled in both standard and remedial programs.

Appeal Process

A student may appeal the determination of satisfactory progress and the termination of financial aid to the Director based upon extenuating circumstances by requesting in writing that the Director waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be well documented, and it must be demonstrated by the student that the circumstances had an adverse impact on the satisfactory progress in the academic program. In such cases, the Director may determine that the student is making satisfactory academic progress toward the certificate or degree despite the failure to conform to satisfactory academic progress standards.

First Time and Returning Students

A first-time student will be considered as having satisfactory progress from his/her semester of attendance. A student, previously on suspension, who returns after five (5) or more years from the date of last attendance will be placed on probation.

Adopted:
Amended:
Legal Ref:
Cross Ref: