

# Guilford Technical Community College

## *Satisfactory Academic Progress Policy for Financial Aid Recipients*

### **Purpose**

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP). GTCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance.

### **Procedure Statement**

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. **Qualitative Standard** - Must not be suspended according to the College's academic suspension procedure. In addition, a student must maintain a cumulative Grade Point Average (GPA) of 2.0.
2. **Quantitative Standard** - Must earn 66 percent of the total cumulative credit hours attempted (e.g., if the student has attempted 50 credit hours, the student must have earned credit for at least 33 hours). The number of hours attempted is defined as the total cumulative number of credit hours for which the student was enrolled at the general 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours from each term at GTCC for which the student received a passing grade as noted on the student's academic transcript.
3. **Maximum Time Frame** - Must complete program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours **attempted**). Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame. Once students have earned an associate degree from GTCC, they may not be eligible for additional financial aid.

### **Special Notes**

1. **Withdrawal** - **Students who withdraw from classes at GTCC should understand their withdrawal will affect their eligibility for financial aid as determined by this Satisfactory Academic Progress procedure. Students who unofficially withdraw or withdraw failing also will have difficulty meeting the SAP requirements.**
2. **Grades of "Incomplete"** - Students will not be affected by "incompletes" at the time of review. Should the grade become final before the review, the actual grade, credits attempted, and credits earned will be used to determine if the student is making SAP.
3. **Repeated Courses** - In accordance with GTCC procedure, a student is permitted to retake courses. The new grade earned from a repeated course will be used to determine eligibility in accordance with this procedure. For GPA calculation, previous grades are zeroed out in accordance with the procedure for repeating a course. **However**, the previous hours attempted and earned will continue to be counted in the total hours attempted and earned.
4. **Developmental (Non-Credit) Coursework** – Developmental Education courses (designated by course numbers below 100, ex., MAT070) **are included** in the calculation of satisfactory academic progress. However, there is a limit on the amount of non-credit remedial coursework that can be included

in a student's enrollment status or cost of attendance. Developmental credit hours attempted in excess of 30 total semester credit hours cannot be counted towards enrollment status for federal and state grants or towards the cost of attendance for campus-based or FFEL programs. Also, we **cannot include MAT050** in the calculation of enrollment status for financial aid purposes.

**5. Summer Session** - Credit hours attempted and earned during a Summer session will be included in the calculation of Satisfactory Academic Progress, just as for any other term of study

**It is the responsibility of the student to be aware of his/her Satisfactory Academic Progress status for financial aid eligibility.** To determine a student's academic progress status and eligibility for financial aid, a student's academic record will be evaluated at the end of each term.

Financial aid recipients will be granted a two-term period following the first term of failure to regain cumulative satisfactory academic progress. The first term after failure to make satisfactory academic progress is known as "monitoring" status. If satisfactory academic progress is not regained, the next term is known as "probationary" status. During the monitoring and probationary status periods, a student may continue to receive financial aid provided s/he is otherwise eligible. Students are expected to use this period to work on re-establishing satisfactory academic progress.

If, at the end of the monitoring and/or probation periods, the student is able to re-establish satisfactory academic progress, the probation is lifted. After these two terms, if satisfactory academic progress has not been regained, s/he is placed in "unsatisfactory" status and the student is no longer eligible for financial aid until their progress is again satisfactory.

A student who does not meet the academic requirements for aid eligibility at the end of the probationary term may attend the next term(s) (**without financial aid**) in order to make up the deficiencies (2.0 grade-point average and/or 66% completion rate). This only applies if the student has not been placed on **academic suspension**.

### **Appeal Process**

A student who has become ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress may appeal his/her status to the Financial Aid Office. Appeals will be considered for special circumstances. These may include:

1. Extended student/family illness or injury
2. Death of a relative
3. Change of degree program.

All appeals must be made in writing explaining the basis for the appeal. Students may pick up a copy of the Appeals Application in Enrollment Services or print a copy from the Financial Aid website. All appeals along with supporting documentation must be submitted to the Financial Aid Office, Guilford Technical Community College, P.O. Box 309, Jamestown, NC 27282. **Note: Students on approved financial aid appeal are not eligible for the Federal Loan Programs or for Federal Work-Study.**

**NOTE:** All notices regarding your academic progress for financial aid purposes will be sent to your Titan Cruiser email account. You are responsible for monitoring this mailbox.