

Satisfactory Academic Progress Requirements

At the end of each quarter, your cumulative grade point average and completion rates are reviewed to determine your academic standing and progress using the guidelines listed below.

Associate Degree Programs 108 Hours in Length

| Number of Hours Attempted | % of Hours Completed | Minimum GPA |
|---------------------------|----------------------|-------------|
| 1-40 Hours | 55% | 1.25 |
| 41-80 Hours | 55% | 1.50 |
| 81-107 Hours | 60% | 1.75 |
| 108 Hours or more | 60% | 2.00 |

Diploma Programs 56 Hours in Length

| Number of Hours Attempted | % of Hours Completed | Minimum GPA |
|---------------------------|----------------------|-------------|
| 1-21 Hours | 55% | 1.25 |
| 22-42 Hours | 55% | 1.50 |
| 43-55 Hours | 60% | 1.75 |
| 56 Hours or more | 60% | 2.00 |

Diploma Programs 76 Hours in Length

| Number of Hours Attempted | % of Hours Completed | Minimum GPA |
|---------------------------|----------------------|-------------|
| 1-27 Hours | 55% | 1.25 |
| 28-56 Hours | 55% | 1.50 |
| 57-75 Hours | 60% | 1.75 |
| 76 Hours or more | 60% | 2.00 |

Diploma Programs 84 Hours in Length

| Number of Hours Attempted | % of Hours Completed | Minimum GPA |
|---------------------------|----------------------|-------------|
| 1-31 Hours | 55% | 1.25 |
| 32-63 Hours | 55% | 1.50 |
| 64-83 Hours | 60% | 1.75 |
| 84 Hours or more | 60% | 2.00 |

Associate Degree Programs 152 -160 Hours in Length

| Number of Hours Attempted | % of Hours Completed | Minimum GPA |
|---------------------------|----------------------|-------------|
| 1-57 Hours | 55% | 1.25 |
| 58-136 Hours | 55% | 1.50 |
| 137-155 Hours | 60% | 1.75 |
| 156 Hours or more | 60% | 2.00 |

If you fail to meet the above guidelines, the following actions can be taken:

1st Quarter below guidelines: Placed on academic probation.

2nd Quarter below guidelines (probationary term): Suspended from school.

If you complete the probationary term without dropping or failing any classes, you will be allowed to stay in school, even if you have not regained compliance with the guidelines. Once you are back in compliance with guidelines, you will return to an active student status. If you are

on probation due to your GPA, you must meet the minimum GPA standard each quarter until you are back in compliance.

Once you have attempted more than 50% of the hours required for the program, probation is no longer an option. If you fall below the minimum requirements, you will be suspended. You may be allowed to remain in classes as a non-regular student to get back into compliance. Tuition for classes attempted will be due and you will not be eligible for financial aid.

These evaluation standards are based on maximum program length. The maximum program length is 150% of the normal program length. All courses attempted are included in this evaluation measurement. If it is determined that you will not be able to graduate from your program within 150% of the program length, you will not be eligible for financial aid.

Incompletes and withdrawals have no affect on your cumulative grade point average at the time they are given; however, withdrawals do impact your completion percentage. Should an incomplete remain unchanged past one year of the original course start date, it will automatically be changed to a failing grade. You do have the option of repeating a course for a better grade, and the previous grade is not used in calculating the cumulative grade point average; however, all courses do impact your hours attempted. If you passed a class and are repeating it to improve your GPA, the class will not be eligible for financial aid.

Only remedial classes or classes required for your degree can be used for financial aid eligibility. If you are interested in completing two majors at the college, you must let your academic advisor know as soon as possible so an academic plan can be developed to help you achieve your goal. If you request a change of major, all relevant coursework will be transferred to the new program. Financial aid will only be eligible for three programs at the college. You may appeal the three program rule for mitigating circumstances such as a new program that has been added to the curriculum or a career change.

If you are denied financial aid because you are not within satisfactory progress guidelines, you may appeal the satisfactory progress standards for reinstatement. Mitigating circumstances will be considered. Mitigating circumstances should be documented for consideration. Mitigating circumstances may include personal or family illness, personal or financial difficulties, loss of daycare provider, workplace schedule conflicts, and/or extended period of maturing. The Director and/or the Academic Affairs Director will hear the appeal.

If your appeal is successful, financial aid will be resumed, and you will be placed on academic appeal for one quarter. If you do not show improvement after this academic appeal quarter, you will be withdrawn.

If you have been withdrawn for lack of satisfactory progress, you may reenter classes after a one-quarter withdrawal. You will not be eligible for financial aid. Selective scheduling, academic counseling, and tutoring will be available to assist you.

Financial aid may be reinstated once all satisfactory progress standards are met. With improvement, a student can remain in an extended academic appeal enrollment.

Effective July 1, 2009