

Grayson County College Office of Financial Aid
Standard of Satisfactory Progress
Effective July 23, 2008

Satisfactory Progress = G.P.A + Completion + Time Frame

Federal regulations require all schools participating in Title IV federal financial aid programs to have a Standard of Satisfactory Progress (SAP), which applies to all applicants/recipients of financial aid. At Grayson County College there are three standards for satisfactory progress:

1. Cumulative Grade Point average (GPA) = 2.0
2. Successful Completion of Courses
3. Time frame

All three standards must be met to maintain satisfactory progress.

Financial Aid Suspension occurs when the cumulative grade point average is less than 2.0 and/or the cumulative completion rate is less than 66.67%.

If a student is applying for federal Title IV assistance SAP will be evaluated. Evaluations and determinations will include periods of enrollment during which federal Title IV assistance was not received. It is important for you to be aware of how the evaluation of your SAP relates to your Title IV Aid, and differs from the academic requirements for continued attendance and earning a degree.

Each student is responsible for withdrawal from their classes if they do not plan to attend. Do not assume you will be purged for nonpayment or non-attendance. A student may owe a repayment if they enrolled and did not withdraw from classes prior to the first class day. It is highly recommended that each student maintain documentation indicating their withdrawal date.

GRADE POINT AVERAGE: Students enrolled in college-level course work must maintain a cumulative GPA of at least 2.0. Grades of A, B, C, D, and F contribute toward the cumulative GPA. Grades of P, I, or S - do not. Developmental courses do not produce a GPA. (Note: Federal regulations allow students to enroll in classes in their degree plan with a limited amount of developmental course-work. However, students cannot receive Title IV-federal assistance for more than 30 attempted semester hours of developmental classes.) Students who do not have a Grayson County College academic history (first time college enrollment or incoming transfer students) will be assumed to be making satisfactory progress at the time of first enrollment at Grayson County College.

COMPLETION OF COURSES: Students must earn at least 66.67% of all courses attempted at GCC. Grades of A, B, C, D, P, and S are treated as successfully completed and earned. Grades of F, W, and I are not. Both developmental and college level course work are included in Completion of Courses. All repeat courses are included in attempted credits, and any courses with passing grades are treated as earned. Transfer credits that are transferred back as a result of transient study, do not count toward making up shortages in earned credits for the completion ratio. Courses taken on an audit basis and/or continuing education classes do not count when determining enrollment status for financial aid, nor are they considered as courses earned for purposes of determining your completion ratio.

Withdrawals, drops, repeated courses and transfer hours are counted toward the total hours attempted each semester as it relates to the 150% rule regarding attempted hours. Developmental courses do not count toward the 150% limitation since these classes are not considered a part of the degree plan.

TIME FRAME: Federal regulations require a maximum time frame for completion of a degree or certificate not to exceed 150% of the normal requirements of the program. Students pursuing a two-year program of study (Associate Degree) or a one-year program of study (certificate) may not receive financial aid for more than 150% attempted credit hours of the outlined degree requirement as stated in the Grayson County College General Catalog. Attempted credit hours include transfer credits.

Students who exceed the time frame semester-hour limit will be ineligible for Title IV financial aid effective immediately for any future semesters. The student may file an appeal for reinstatement of eligibility

Failure to maintain satisfactory progress = Suspension

ACADEMIC APPEAL PROCEDURE: A student who has lost financial eligibility, due to special circumstances where the student failed to meet the requirements may submit one appeal. Examples of special circumstances are: medical problems, death in family, curriculum changes, etc. The appeal must be submitted in writing to the Office of Financial Aid Appeals Committee. The Committee has the ability to approve or disapprove an appeal. The Committee will notify the student in writing with the results of the hearing. A student whose appeal is denied may submit a second-level written appeal to the Vice President for Business Services. The second-level appeal should be submitted to the Director of Financial Aid who will, in turn, submit it to the Vice President. The Vice President's decision will be final and will be reported to the student in writing.

Students who have submitted an appeal and been approved must complete the number of hours approved for the next semester with a current GPA of 2.0 and not withdraw from any of their classes or receive an *F* or *I*. The student transcript will be re-evaluated at the end of the semester.

- ◆ If the stipulations of the appeal are met the student will be removed from suspension status.
- ◆ If the stipulations of the appeal are not met by the student: the student is automatically returned to a suspension status.

Students on Financial Aid Suspension may continue to enroll at Grayson County College at their own expense. Students may regain their eligibility for financial aid by attending an equivalent of a half time semester (6 credit hours) at their own expense and regaining a GPA of 2.0 and meeting all SAP requirements which includes no withdrawals, incompletes, or a grade of F.

Students are responsible for notifying the Office of Financial Aid when they believe they have regained eligibility for federal Title IV assistance

150% HOUR LIMITATION APPEAL PROCEDURE: If a student changes major or graduates and is pursuing a second degree, the student must obtain a new degree plan from a GCC counselor to determine what portion of the previous coursework will meet the requirements for the new degree. After a degree audit has been completed, a new count of credits will be determined based upon the credits completed that satisfy requirements in the new curriculum. The degree audit and the documents requesting and supporting the 150% appeal form must be submitted to the Office of Financial Aid. Example: If a student has completed 30 credits but only 15 credits (including transfer credits) will satisfy requirements in the program, then the count of the attempted credits will be reset to 15. The student will have a new maximum of additional credits to complete the new program. The student is responsible for enrolling in courses that count toward the degree.

GENERAL INFORMATION

Students who receive benefit of Academic Fresh Start: All attempted hours excluding developmental classes will be counted toward the 150% maximum for those students who apply and receive approval for Fresh Start from GCC's Registrars office. Students are responsible for notifying the Office of Financial Aid that Fresh Start has been approved. Failure to notify the Office of Financial Aid may result in an overpayment of federal Title IV assistance. Repayment is the student's responsibility.

Repeated Courses and Courses Dropped before the official census date: Courses that have been taken more than once will count toward the 150% maximum. Classes that are dropped before the institution's official census date will not count toward the 150% maximum nor will they be considered as a part of the required completion of courses enrolled for the given semester.

Students who withdraw completely from their classes or receive all F's and/or a combination of an F, W, or I: Federal regulations require the institution to calculate a Return to Title IV (R2T4) for all students who are within this category. Students will be notified by mail of the amount of unearned aid that must be returned to either GCC and/or the Department of Education. A student has the ability to request their instructor(s) provide the last date of attendance to the Director of Financial Aid within 10 days after the end of the semester. After that date, recalculation will not be processed. On receipt of the last date of attendance from the instructor the R2T4 will be recalculated. Students will not be able to receive an official transcript nor additional Title IV assistance until this is paid in full. Any student who is within this category and has enrolled early for the following semester will be purged from their classes. Once the R2T4 has been paid in full or payment arrangements have been made the student may enroll during the regular registration period.

Notice to student: Grayson County College's Office of Financial Aid accepts no responsibility for billings, refund checks or any correspondence from this office that is sent to incorrect addresses or difficulties caused by the postal service or other deliver methods