PIERPONT COMMUNITY AND TECHNICAL COLLEGE
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
2013-2014 Academic Year
Effective July 1, 2012

To receive funds administered by Financial Aid and Scholarships at Pierpont Community and Technical College, students must be making measurable academic progress toward completion of an eligible degree or certificate. All students enrolling for the first time (including transfers) will be considered to be meeting academic progress in the first semester of enrollment. Federal regulations require evaluation of both qualitative and quantitative academic progress.

**Qualitative Progress** -- the calculation of the cumulative Grade Point Average (GPA)

Undergraduate students must meet the following **Cumulative GPA**:

- 01-24 total credit hours -- minimum cumulative GPA \( \geq 1.5 \)
- 25-48 total credit hours -- minimum cumulative GPA \( \geq 1.8 \)
- 49 total credit hours and above -- minimum cumulative GPA \( \geq 2.0 \)

**Quantitative Progress** -- We must look at two areas of progress: the **pace** and **maximum time frame**.

**Pace**: The calculation of the cumulative number of hours successfully completed divided by the cumulative number of hours attempted. (Note: Grades of “W” count as attempted hours. Transfer hours that count towards the degree program are also included.)

A student must be successfully completing 67% of all hours attempted in order to insure student completes his/her studies within the Maximum time Frame indicated below. The calculation will be rounded to the closest whole number and applies to the graduate programs as well.

**Maximum Time Frame**: The maximum time allowed to complete your degree (including transfer hours towards the degree program) is listed below.

A student must complete his/her program of study within the maximum of 150% of the number of hour required for the degree objective.

- Certificate Program of 32 hours must be completed within 48 attempted hours.
- Associate program of 64 hours, students must complete within 96 attempted hours.

Post-graduate work (after receiving first bachelor degree), including a second associate or bachelor degree and/or teacher certification must be completed within two academic years of full-time study. No further aid will be awarded after 60 hours of post-graduate work.

**Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades that are included on academic record considered as part of the evaluation of satisfactory academic progress for financial aid.**
FAILURE TO MEET STANDARDS OF SATISFACTORY ACADEMIC STANDARDS:

Failure to meet the cumulative GPA or Pace at the end of any semester (including summer), will result in the student being placed on “warning” for the next semester.

Failure to complete your graduation within 12 hours of the Maximum Time Frame will result in the student being placed on “warning” for the next semester.

Failure to meet any of the above defined standards at the end of a “warning” semester will result in the student losing financial aid eligibility.

Students will be notified by postal mail and email of their status after grades are posted. As soon as the file is reviewed for satisfactory academic progress compliance and your status is updated in our system, you will also be able to view the status on you Felix account.

Appeal Process:

A student may appeal their loss of financial aid through the Office of Financial Aid and Scholarships. To appeal, the student must have experienced a special circumstance such as death of a relative, injury or illness or special circumstances as determined by the Office of Financial Aid and Scholarships. The appeal must include the following:

1. Why the student failed to make Satisfactory Academic Progress.
2. What has changed that will allow the student to make Satisfactory Progress at the end of the next semester.
3. Student’s academic plan for meeting Satisfactory Academic Progress
4. Documentation to support stated special circumstance and student’s ability to now succeed.

If the appeal is granted, the student will be placed on Probation for one semester and receive aid during that Probation semester.

At the end of the Probation Semester that an appeal has been granted the student MUST

1. Meet the standards by the end of the probationary period or
2. Meet the academic plan that was developed for the appeal.

Appeals will be reviewed by the Financial Aid Counselors. If denied, the student may request the appeal be reviewed by the Director Financial Aid and Scholarships. Denial of Appeals by the Financial Aid Director for are final.

NEW: If the student does not meet the Standards of Satisfactory Academic Progress or their Academic Plan at the end of the Probation Semester, the student will lose financial aid eligibility. To re-establish financial aid eligibility, the student may take and pay for 6 hrs. on his/her own towards degree completion and pass all courses with a “C” or better or until the Satisfactory Academic Progress Standards are met or the progression required by their academic plan has been achieved. The student may also do an appeal for one additional Probation Semester.