

## Standards of Satisfactory Progress

### General Requirements

Students must maintain a cumulative grade point average of 2.0 and complete 67 percent of all credit hours attempted (any courses you are enrolled in after the first two days of the quarter are considered attempted). Example: If you have attempted 80 credit hours overall, you must have satisfactorily completed 54 credit hours to remain in good standing. It is advisable to consult the Financial Aid Office before dropping any course as withdrawing from classes may cause you to owe money to the school. Satisfactory grades are A, B, C, D, and SC (unless otherwise specified by the catalog). Unsatisfactory grades are F, WP, WF, IP, NG, and I.

### Probation

The first quarter that satisfactory progress is not met, the student is placed on probation. Students are eligible for financial aid during their probationary quarter. While on probation, students must achieve a quarterly GPA of 2.5 and complete 80 percent of courses attempted each quarter. Students on probation who fail to achieve a quarterly GPA of 2.5 or better and a quarterly course completion rate of 80 percent will be suspended. Students will be reinstated as 'making satisfactory progress' when their cumulative GPA is 2.0 or better and their cumulative course completion rate is above 67 percent. Student can remain on probation a maximum of 2 consecutive quarters of attendance.

### Suspension

Students are suspended from financial aid when, while on probation, they fail to achieve a quarterly GPA of 2.5 or better and a quarterly completion rate of 80 percent, or, after two quarters on probation, their cumulative GPA is below 2.0 or their cumulative completion rate is less than 67 percent. Financial aid is not reinstated until the student has regained satisfactory progress status with a cumulative GPA of 2.0 or better and a cumulative completion rate of 67 percent.

### Appeals

Students who have been suspended from financial aid and believe that their aid was terminated unjustly, or who have extenuating circumstances which they believe affected their financial aid termination, should appeal through the financial aid office. Appeals should be typed and include the student's full name, social security number, the date of the appeal, an explanation for the appeal, and the student's signature. If the appeal is submitted after grades are posted, the student is required to pay the next quarter's cost. The student will be reimbursed for the amount of the financial aid award when and if his appeal is approved.

### Program changes

Students should check with the Financial Aid Office for advice before making a program change. To make a program change a student must submit a change of program request to the Admissions Office. Failure to do so could result in termination of your financial aid for the following quarter. Courses for which transfer credit is accepted cannot be repeated under financial aid.

### Classes outside of the program of study

Classes that are not included in the curriculum for the specified program of study will not be covered by financial aid, unless these courses can be used as electives. Electives must first be approved by the advisor, then the Registrar. Approval for classes in question should be forwarded to the Financial Aid Office Manager for processing.

**I have read and agree to comply with the terms of these academic requirements for participation in the Federal and State financial aid program at Augusta Technical College.**