

Financial Aid Satisfactory Academic Progress

Academic records will be reviewed at the end of each semester. Students must maintain the required cumulative grade point average of 2.0 in order to be eligible to receive assistance.

The cumulative number of hours completed will be evaluated at the end of each semester. Students must show progress toward completion of their degree requirements to continue financial aid eligibility. Every financial aid recipient must pass at least 67 percent of credit hours attempted by the end of each semester but may not exceed 150 percent of the hours required in their program. For example, if your degree requires 64 credit hours to graduate, you are eligible to receive financial assistance until you have attempted 98 credit hours. Additional time needed to complete the degree beyond the maximum stipulated must be entirely at the student's expense.

Course withdrawals, incompletes, and course failures count as hours attempted but not completed. Repeated courses and transfer credit hours received from another college will be counted in hours attempted.

At the end of each semester, the Financial Aid Office will determine whether students receiving financial aid have successfully completed a minimum percentage of work towards their degree or diploma. According to federal regulations, students attending fewer than full-time hours will be prorated. All remedial classes are counted if mandatory.

Financial aid recipients will be granted a two-semester probationary period following their first semester of failure to make satisfactory progress. During the probationary period, students can continue to receive financial aid provided they are otherwise eligible. Students have this period to re-establish satisfactory academic progress. If, at the end of the financial aid probation period, the student is able to re-establish satisfactory academic progress, the probation is lifted.

Students who fail to make satisfactory progress during the probationary semesters will become ineligible for aid until their academic progress is again satisfactory.

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

A student who has become ineligible for financial aid has the opportunity to appeal. Generally, appeals given consideration involve students who have experienced: (a) extended illness or hospitalization of the student, (b) an accident which incapacitates the student for an extended period of time, and (c) death or extended illness of an immediate family member which results in greater family responsibilities for the student. **The appeal must be in writing and submitted along with proper documentation to the Financial Aid Committee.**

Readmission

Students who have withdrawn in good standing and/or who have not enrolled for a period of five years or more must request readmission status through the

Office of Admissions and Records. Students who have not been active for a period of two years will need to have a new or reassigned advisor. Normally, new copies of previous academic transcripts and placement tests are not required. Applicants for readmission to limited admission programs must follow regular readmissions procedures for those programs. Students who have been suspended for academic or disciplinary reasons may request readmission after the term of suspension has expired. These students will be required to consult with their academic advisor (for academic suspension) and the Associate Vice President for Student Development Services or the Director of Counseling Services (for disciplinary suspension prior to registration).

GRADE REPORTS

Grade reports are issued at mid semester if a student is either failing or in danger of failing. Final semester grades in all courses are issued as soon as these are processed at the end of each semester.

APPEAL OF GRADES

Purpose

The purpose of this policy is to set forth the process by which a student may appeal the final grade given by an instructor for completion of a curriculum course. Any review of grades given for assignments within a course is handled by the division head through procedures established within the division. A student who wishes to appeal a grade given for assignments, rather than for the completion of a course, should see the appropriate division director for a description of the division's procedure.

Procedure

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly or inappropriately evaluated by the instructor. Any such appeal should be initiated no later than two weeks following the completion of the course.

The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be made or considered.

In that case, a student should make his/her appeal to the appropriate division director either verbally or in writing and should clearly set forth the basis for the student's belief that the evaluation is incorrect or unfounded. The division director will work with the instructor and, where appropriate, with the department head to review the student's work in the course. The division director will make a response to the student within one week of the date of appeal.

If the student is not satisfied with the division director's decision, the student has the right to appeal that decision, either in person or in writing, for review by the Vice President for Academic Affairs. The Vice President for Academic Affairs will