POLICIES & PROCEDURES FOR EMPLOYEES

Policy Title: Satisfactory Progress 6.16
Responsible Division: Student Services
Date Approved: October 2001

Federal law requires students receiving federal student aid to maintain satisfactory academic progress as defined by the institution. Federal student aid includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study and Federal Family Educational Loan program. The North Carolina Student Incentive Grant and the North Carolina Community College Grant also require maintenance of satisfactory academic progress. Regulations for satisfactory academic progress were published Apr. 29, 1994 in the Compilation of Student Aid Regulations, 34CFR, 668.7 (c) (1-3), published May 1995. The school's Satisfactory Academic Progress policy must include (1) a qualitative measure and (2) a quantitative measure.

Qualitative Measure
A qualitative measure is defined as the Grade Point Average (GPA) on the courses a student has completed. The cumulative GPA grade point average schedule as stated below is the qualitative measure followed for financial aid purposes.

<table>
<thead>
<tr>
<th>Cumulative Hours Attempted</th>
<th>GPA Satisfactory Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 25</td>
<td>1.5</td>
</tr>
<tr>
<td>26 - 40</td>
<td>1.75</td>
</tr>
<tr>
<td>41 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Any student who has a cumulative GPA of less than the satisfactory level will be placed on financial aid probation. Students will receive a letter from the Financial Aid Officer notifying them of this probation time period. Students receiving financial aid benefits must be aware that a 2.0 GPA in their respective academic programs is necessary for graduation.

Students enrolled in any term on financial aid probation will be required to earn a minimum GPA of 2.0 during the probation term.

If the student does not earn a 2.0 GPA during the probation term, then all financial aid will be suspended. The student will remain on financial aid suspension until the student earns a 2.0 GPA on a subsequent term. It is the responsibility of students to notify the Financial Aid Officer when they earn the 2.0 to re-establish eligibility.

The student will be considered to be on continued financial aid probation as long as the cumulative GPA is under a 2.0. The student will be removed from financial aid probation and considered to be in good standing when his cumulative GPA reaches or exceeds the satisfactory level as stated above.

Qualitative standard are cumulative and include all periods of enrollment, even those for which the student did not receive funds from student financial aid programs.

**Quantitative Measure**
A quantitative measure is defined as the number or percentage of courses, credit hours or clock hours completed. Students receiving financial aid will have a maximum time frame in which they are expected to complete the program. At SCC, this time frame is 150 percent of the established length of the program for full-time students. This time frame is measured in terms of credit hours attempted.

Example: If 75 credit hour are required to complete a degree, students may attempt a maximum of 113 hours before they exceed their eligibility for Federal Student Financial Aid (75 hours X 150% = 113 hours). This means a student in Automotive Technology (A60160), which requires 75
credit hours, must complete the program in 113 hours to still be eligible for financial aid.

In order to complete a program in the 150 percent time frame as stated by federal regulations, the student is required to earn or complete 70% of the credit hours attempted at the end of designated increments during the academic year. Those designated increments are the end of fall semester and the end of spring semester.

Example:

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>14 credit hours attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>12 credit hours attempted</td>
</tr>
<tr>
<td>Total</td>
<td>26 X .70 = 18 credit hours must be earned</td>
</tr>
</tbody>
</table>

Only grades of A, B, C, D, or S will be considered as earned hours. Grades of F, I, CS and W will not be counted as hours earned, but will count as hours attempted.

Quantitative Satisfactory Academic Progress is cumulative and covers all periods of enrollment, including those for which the student did not receive funds from Title IV programs.

If the student has not earned 70% of the credit hours attempted at the end of the incremental period, then the student will be placed on financial aid probation. The student will be allowed one more increment to re-establish satisfactory academic progress. If the student fails to re-establish satisfactory academic progress, financial aid will be suspended. Financial aid will remain suspended until students enroll for subsequent terms at their own expense and complete the terms to satisfy satisfactory academic progress. Once standards are re-established, eligibility will be reinstated for the subsequent academic term.

Withdrawals Grades of “W” are calculated as hours attempted
Incompletes: Grades of “I” are calculated as hours attempted.
Never Attended: Grades of “NA” do not count as hours attempted or hours earned.
Repeats: Courses which students are repeating are calculated as hours attempted. Refer to college policy for details.
Audits: Grades of “AU” are not counted in determining eligibility for receiving or maintaining financial aid.