



# EMILY GRIFFITH TECHNICAL COLLEGE

## **SATISFACTORY ACADEMIC PROGRESS**

EFFECTIVE: July 1, 2019

REFERENCE: Federal Student Aid Handbook, Volume 1 – Student Eligibility 2018-2019.

### Background

Institution of higher education that receives Federal Title IV Funds is required by the U.S. Department of Education to define and enforce standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum timeframe. The Financial Aid Office at Emily Griffith Technical (EGTC) is responsible for ensuring that all students applying for or receiving federal, state of Colorado, and/or institutional aid, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), as well as assistance from the state of Colorado and the college.

### Introduction

Emily Griffith Technical College will review the cumulative academic progress of financial aid applicants enrolled in an eligible certificate program. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by Emily Griffith Technical College Standards of Academic Progress. The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum timeframe allowed for a student to complete their certificate program expressed as a percentage of total credits required. Review of Satisfactory Academic Progress will take place at the beginning and end of each payment period. Federal regulations require that a student's entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was received. Student returning to EGTC to pursue another certificate program will be placed on Suspension and will be required to appeal for financial aid consideration.

## **Standards of Satisfactory Academic Progress Criteria**

In order to meet satisfactory academic progress requirements financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below.

### **1. Cumulative GPA Requirement**

- a. Students must maintain a minimum cumulative grade point average of 2.0 for all credits attempted.

### **2. Cumulative Completion Rate**

- a. The completion rate is defined as the percentage of the total number of credits completed divided by the total number of credits attempted over the entirety of a student's academic record at EGTC. Students must complete at least 67% of cumulative attempted credit hours.

$$(\text{Credits Completed} / \text{Credits Attempted}) \times 100 = \text{Completion Rate}$$

- b. Transfer credits on the student's record are included when computing the student's completion rate.

### **3. Maximum Time Frame**

- a. Federal regulations allow financial aid recipients to receive financial aid for a maximum number of attempted credits. Students attempting credits in excess of 150% of the required number of credits to complete their program of study will be suspended. If at any point in time it is determined that a student cannot complete their program of study within 150% of the program length, financial aid eligibility will be suspended.
- b. Transfer credit hours are included in the calculation of allowable maximum time frame.
- c. Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours.

## **Definitions of Satisfactory Academic Progress Status**

Review of Satisfactory Academic Progress will be done at the end of each payment period. Students who fail to meet either the qualitative or the quantitative criteria will be placed on financial aid warning or suspension according to the following guidelines and will be notified electronically.

### **Good Standing: Student is eligible to receive all types of aid**

Student has a cumulative GPA at or above 2.0. Some scholarship programs may require a cumulative GPA higher than 2.0 for continued eligibility.

Student has a cumulative completion rate at or above 67%.

Student has not attempted more than 150% of required number of credits for enrolled certificate program.

### **Warning: Student was previously in Good Standing but failed to meet one of the SAP criteria stated below. Student will continue to receive aid while on warning status.**

Has cumulative GPA below 2.0

Has cumulative completion rate below 67%

Has attempted 110%, but less than 150%, of required number of credits needed for their certificate program.

**Suspension: Student has failed to comply with stated SAP criteria while on warning or probation. Student is not eligible to receive financial aid.**

Student has failed to meet 2.0 GPA and/or 67% cumulative completion rate requirements.

Student has attempted more than 150% of required number of credits needed for certificate program.

Student has withdrawn or failed all courses within a semester.

**Probation: Student will be placed on probation if their status was Suspension and their suspension appeal has been approved. Student will be eligible to receive financial aid.**

At the end of the probationary term, the student must be making satisfactory academic progress.

### **Complete and Incomplete Credits/ Repeats**

EGTC will define assigned grades and their interpretations.

1. Grade symbols of A, B, C, D, and S earned during the payment period will be considered acceptable for courses completed and for Satisfactory Academic Progress consideration.
2. Grades of F, U, I, W, and IP earned during the payment period will not be considered acceptable for Satisfactory Academic Progress.
3. Courses repeated by students are counted for all qualitative and quantitative Measurements.

### **Grade Changes**

Students are responsible for notifying the Financial Aid Office of all grade changes that might affect current or future financial aid eligibility.

A reevaluation of a student's status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial Aid Office.

### **Student Financial Aid Academic Progress Appeals**

EGTC is required to have a primary and a secondary process for students to appeal a suspension. All decisions made at the secondary level are final. The primary and secondary level will be defined by the institution. A student may appeal when they have been placed on financial aid suspension. These appeals must be submitted to the Financial Aid Office with a completed appeal form and supporting documentation. An appeal form may be obtained from the Financial Aid Office or from the EGTC website. The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances.