

D.G. Erwin Technical Center

Satisfactory Academic Progress

A student is considered to be making satisfactory academic progress if they successfully complete course hours (clock hours), achieve a specific cumulative grade point average (GPA), and they do not exceed the maximum time limits to complete his or her course of study.

At the end of each quin (9 week period), students' Satisfactory Academic Progress will be reviewed based upon:

- Students must maintain an overall GPA of 2.0.
- Students must progress at a rate that will enable them to complete the program in 150 percent of the published length of the program measured in clock hours.
- Students should complete 75% of objectives for a given quinmester at 2.0 GPA or higher.
- Students must satisfactorily meet the attendance policy for their program.

Notification of Financial Aid - Academic Probation:

Students whose GPA falls below a 2.0 are placed on academic probation and will receive a letter from the Financial Aid Department. The student's options for appeal, the standards they need to meet to be removed from academic probation and how the academic probation will affect their financial aid package will be listed. Students placed on Academic Probation may receive financial aid for that Quin but they will lose their financial aid if they do not achieve Satisfactory Academic Progress by the next Quin.

Academic Probation Appeals Process: If a student is placed on Academic Probation, or withdrawn due to academics, they may appeal the Academic Affairs Committee. If a student has an unusual or extraordinary situation that affected the student's progression toward the successful completion of his or her program of study they must submit a written request for appeals, outlining the situation and providing documentation where possible. The committee will review the appeal request in a timely fashion and notify the student of the outcome. Possible situations that can be considered for an Academic Appeal include: medical problems, illness, learning disability, handicap or death in the family, relocation, or employment changes. If a student finds the decision unsatisfactory, the student may appeal to the School Administrator.

Professional Judgment: A financial aid administrator may decide that special circumstances differentiate an individual student from a class of students in regards to the established SAP policy. In this instance the financial aid administrator will deviate from the institution's established SAP policy based on unusual or extraordinary circumstances for a particular student. These situations will be documented in the student's file.

Academic Probation Status & Reinstatement of Financial Aid: Probation status will not prevent the student from receiving financial aid. The probationary period (1 quinmester, 9 weeks) is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, denial status will be imposed. Denial status will prevent the student from receiving any Federal Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. A student's financial aid will be reinstated once they meet satisfactory academic progress standards.