Institutional Policy

Federal law requires students receiving federal student aid to maintain satisfactory academic progress as defined by the institution and Department of Ed. Federal student aid includes Federal Pell Grant, Federal Supplemental Educational Grant, Federal Work-Study, North Carolina Community College Grant, North Carolina Education Lottery Scholarship, North Carolina Incentive Grants, and Direct Student Loans. The school's Financial Aid Satisfactory Academic policy must include a (1) qualitative measure and a (2) quantitative measure.

Qualitative Measure

PCC is required to apply reasonable standards for measuring whether a student is maintaining satisfactory academic progress in their chosen program of study. To be considered in good academic standing with the College, a student must maintain the following grade point average:

**Associate Degree**

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-22</td>
<td>1.50</td>
</tr>
<tr>
<td>23-40</td>
<td>1.75</td>
</tr>
<tr>
<td>41-OVER</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Diploma And Certificate**

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-28</td>
<td>1.75</td>
</tr>
<tr>
<td>29-OVER</td>
<td>2.00</td>
</tr>
</tbody>
</table>

To Graduate - 2.00

A student who fails to meet the minimum academic requirements is placed on probation for the next semester of attendance. During the semester on probation, the student is required to sign an Educational Contract which specifies the courses to be taken, extra help necessary to improve the academic standing and the grades needed to continue enrollment. Students on academic probation may not be eligible for financial aid during the probationary semester. A student on academic probation should wait to register for the subsequent semester until the previous semester grades are available. A veteran may receive educational benefits for only one semester while on academic probation.

Financial aid students must maintain a cumulative grade point average at or above 2.0. Effective Fall 2011, qualitative satisfactory academic progress is measured every semester/term. If the student does not have a cumulative 2.0 GPA at the end of each semester/term, the student will be placed on Financial Aid Warning. The student will be allowed one more semester/term 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 the student is meeting satisfactory academic progress. Once standards are re-established, eligibility will be reinstated for the subsequent academic term.
**Quantitative Measure** Students receiving financial aid must earn 67% of the total cumulative credit hours attempted. The number of hours attempted is defined as the total cumulative number of credit hours for which the student was enrolled at the general 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours from each term at Piedmont Community College for which the student received a passing grade as noted on the student’s academic transcript. Effective Fall 2011, quantitative satisfactory academic progress is measured every semester/term.

**Example:** Hours Attempted Only

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>14 credits</td>
</tr>
</tbody>
</table>

30x.67 = 21 credit hours must be earned

Only grades of A, B, C, D, or CE (Credit by Exam) will be considered as earned hours. Grades of F, I (Incomplete) and W (Withdrawal) 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 67% of the credit hours attempted at the end of any semester/term, the student will be placed on Financial Aid Warning. The student will be allowed one more semester/term to re-establish satisfactory academic progress. If the student fails to re-establish satisfactory academic progress, financial aid will be terminated. Financial aid will remain terminated until the student is meeting satisfactory academic progress. Once standards are re-established, eligibility will be reinstated for the subsequent academic term.

**Maximum Time Frame** Students must complete their primary program of student in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours. Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame. Students that are near their maximum time frame for their primary program of study will be notified that they are close to the maximum period allowed for their program of study.

**Remedial Course Work** Students who have been accepted into a degree program and required to take remedial course work as determined by placement testing are limited to 30 semester hours of remedial course work. Remedial hours attempted in excess of 30 total semester credit hours cannot be counted toward enrollment status for Federal and State grants. Remedial is not considered when determining maximum time frame but is considered in both qualitative and quantitative standards for financial aid students.

**Transfer Students** Students transferring from a school other than PCC will be considered making satisfactory academic progress at the time of their enrollment. Transfer credits are
included in the determination of maximum time frame. Effective Fall, 2011 transfer credit is also included in the quantitative standard.

**PCC Returning Students** Returning students will have their cumulative GPA carried forward and hours attempted carried forward in accordance with regulations stating that satisfactory academic progress standards must cover all periods of the student's enrollment, including those periods for which the student did not receive aid from Title IV funds.

**Early Registration** Students, who choose to register early for classes and then are determined to be ineligible for financial aid because of failure to meet satisfactory academic progress standards, will be responsible for payment of tuition, fees and expenses that may have been charged to Title IV funds.

**Changing Majors/Concurrent Programs/Consecutive Programs** Students changing majors will assume the new time limit for the major but, hours attempted in previous major(s) will count toward the number of hours attempted in the new major. Students that have exceeded the maximum time frame must appeal to the Satisfactory Academic Progress Appeal Committee to have the maximum time frame extended.

Effective Fall 2012, students may only have 2 active programs of study at one time. Students that enrolled in multiple programs concurrently will have their maximum timeframe measured according to their Primary program of study.

Students that enroll in multiple programs consecutively will have their maximum time frame evaluated by determining which hours previously attempted fit into their current program of study to determine if maximum timeframe is met.

**Incompletes** A course for which an incomplete grade is received must be completed by the end of the next fall or spring term, or the grade becomes a permanent F on their academic transcript. The incomplete grade is treated as an F for satisfactory academic progress purposes. Incompletes count towards both qualitative and quantitative measures of satisfactory academic progress. Failure to remove incompletes could prevent a student from meeting satisfactory progress.

**Repeats** Repeats are included in attempted hours for financial aid students. Effective fall 2011, repeats are calculated in the students GPA.

**Institutional Procedures** Students are notified of the SAP Policy in the PCC General Catalog and Student Handbook and the Piedmont Community College website. In addition, a SAP Policy letter is mailed to aid recipients with each award letter.

**Denial** A student may be denied assistance if any of the following occurs:

1. The student's G.P.A. is below the minimum requirements.
2. The student does not make the incremental progress.
3. The student reaches the maximum time frame for completion of his/her program of studies.

**Warning** Students who fail to meet the satisfactory academic progress requirements after any semester/term are placed on financial aid warning and are considered to be making unsatisfactory academic progress. Students in this category may continue to receive Financial Aid for one additional term. A student will be placed on warning if the following occurs:

1. Failed to achieve a cumulative 2.00 grade point average.

2. Failed to complete 67% of credit hours attempted.

**Appeal Process** Students on financial aid suspension may appeal their status by completing an Appeal Form. Students submit their appeal form to the Financial Aid Office. The Appeals Committee review the student’s appeal and notifies the student in writing of their decision. The Financial Aid Director attempts to contact students that submit appeals close to the beginning of the semester once a decision is made on their appeal. Students that are denied their appeal can follow up with the College’s Student Grievance and Appeals Procedure. Copies may be obtained from the Office of Student Development and copies are sent with the denial letters.

Students that have their appeals approved must achieve a 100% pass rate and a cumulative 2.5 GPA of all courses during their term on appeal. They must also complete an academic plan in order to receive financial aid. If they do not meet the requirements of the appeal, they will be placed back on financial aid suspension. Students with extreme mitigating circumstances during their term(s) on appeal may submit a second and final appeal to the Dean of Student Development. Examples of mitigating circumstances may include injury to student, illness of student, illness of immediate family, death of a relative or undue hardship due to special circumstances beyond a student’s control.

**Consequences of Denial** Students, who do not maintain satisfactory academic progress, lose eligibility for financial aid until satisfactory academic progress is met. Exceptions (appeals) must be approved by the Appeals Committee or the Dean of Student Development and documentation is maintained in the Financial Aid Office.

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