

**Pulaski Technical College**  
**Financial Aid Satisfactory Academic Progress Policy**  
**for credit hour programs**

Students are required by federal regulation to maintain satisfactory academic progress to receive federal financial aid funds. Progress will be measured by cumulative grade-point average, course completion and time frame to complete degree or certificate program.

**Repeated Course Work**

Classes that you have successfully completed (a grade of D or better) will not be considered in determining your enrollment status for federal financial aid.

**Cumulative Grade Point Average (CGPA)**

<b>Credit Hours Attempted</b>	<b>Required Minimum GPA</b>
1-29 hours	1.75
30 hours or above	2.00

**Completion of Courses**

Satisfactory Academic Progress will be reviewed after each Fall, Spring, and Summer semester for degree and certificate-seeking students. Satisfactory academic progress will be checked the first time aid is packaged for transfer students and then as listed above, based on the student's course of study.

Each semester, a student is required to successfully complete a minimum number of credit hours. Below are the minimum requirements based on a student's attempted hours.

<i>Semester Hours Attempted</i>	<i>Required Minimum Hours Earned</i>
12 or more	9
9-11	6
6-8	3
1-5	Must complete all hours attempted

Successful completion of a course is defined as a passing grade. Grades of W (withdrawal), WX (administrative withdrawal), F (failing), NC (no credit) or INC (incomplete) are not considered successful completion.

**Maximum Time Frame to Complete Program**

Students can receive financial aid for no longer than 150 percent of the total hours required for the degree or certificate. Maximum hours attempted at PTC and accepted transfer hours are considered when determining financial aid eligibility.

Associate Degrees	100 credit hours
Certificates	68 credit hours
LPN Program/Cosmetology	75 credit hours
Automotive Maintenance (Technical Certificate)	96 credit hours
Respiratory Therapy (AAS)	112 credit hours
Aviation Maintenance Technology (AAS)	134 credit hours

Once a degree or certificate has been earned, a student must commit to another degree or certificate program before financial aid can be awarded. Students seeking multiple degrees or certificates are required to submit a degree audit with the Financial Aid Appeal form. All hours attempted for previous degrees or certificates earned will be included in evaluating Satisfactory Academic Progress for his or her chosen degree or certificate.

## **Financial Aid Warning**

Students who fail to meet the satisfactory academic progress policy will be placed on Financial Aid Warning for the following fall, spring or summer semester of PTC enrollment. Students on warning will be eligible to receive financial aid. No appeal of warning is necessary. Prior to the Fall 2011 semester, this status was referred to as Probation under old Federal guidelines.

## **Financial Aid Suspension**

Students who fail to meet the minimum satisfactory academic progress requirements at the end of their financial aid warning semester will be placed on financial aid suspension and will lose their eligibility to receive financial aid. To regain financial aid eligibility students must complete course work at their own expense until the above policy minimums are met. Any student who regains eligibility will be considered as making satisfactory academic progress. Students may also appeal a Financial Aid Suspension. The steps to the appeal process are detailed under “Appeals to the Satisfactory Academic Progress Policy.”

## **Financial Aid Probation**

Students who submit an appeal to the Financial Aid Appeals committee and have an approved appeal will be placed on Financial Aid Probation. A student may receive aid for one semester. If the student does not meet the standards of the policy in one semester, there is no appeal option. The student will not be eligible to receive Federal aid until the policy standards are met at the student’s expense.

## **Appeals to the Satisfactory Academic Progress Policy**

Students who can demonstrate and provide documentation of unusual or mitigating circumstances, such as illness or death in the student’s immediate family, may appeal the financial aid suspension by completing a Financial Aid Suspension Appeal Form. This form, along with supporting documentation, must be submitted to the Financial Aid office. Students will be notified in writing of the results of the appeal. The committee may request additional documentation before reaching a decision. *The committee decision is final.*

If an appeal is approved by the Financial Aid Appeals committee, the student will be placed on Financial Aid Probation. The student will be eligible to receive aid and must meet the requirements of the satisfactory academic progress policy or complete an academic plan detailed by the committee. If the student is enrolled during the semester the appeal was approved, the student would be required to meet the standards of the policy by the end of the current semester. Otherwise the student would be required to meet the standards of the policy during the next semester of enrollment.