

Satisfactory Academic Progress Policy

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): Developmental classes will be included.

Credit Hours Attempted	Required Minimum CGPA
1-29 hours	1.75
30 hours or above	2.00

Completion of Courses:

Satisfactory Academic Progress will be reviewed after each fall and spring 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 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.

Semester Hours Attempted	Required Minimum Hours Earned
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 Grades of **W** (withdrawn), **WX** (administrative withdrawal), **F** (failing), **NC** (no credit), or **INC** (incomplete) *are not* considered successful completion.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% 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 SAP for your chosen degree or certificate.

Financial Aid Probation:

Students who fail to meet the satisfactory academic progress policy standards will be placed on **Financial Aid Probation** for the following fall or spring semester of PTC enrollment. Students on probation will be eligible to receive financial aid. No appeal of probation is necessary.

Financial Aid Suspension:

Students who fail to meet the minimum SAP requirements at the end their financial aid probation semester will be placed on financial aid suspension and will lose their eligibility to receive financial aid. **To regain financial aid eligibility the student must complete course work at their own expense until the above policy minimums are met.** Once the above policy minimums are met, the students on financial aid suspension must complete a "Financial Aid Reinstatement Form" so the financial aid office can then review the student's financial aid eligibility and award aid accordingly. Any student who regains eligibility either through appeal or completing coursework will be placed on financial aid probation for the next term

Appeals to the Satisfactory Academic Progress Policy:

Students who can demonstrate and document unusual or mitigating circumstances (i.e. illness, death in immediate family etc.) may appeal the financial aid suspension by completing a "Financial Aid Suspension Appeal Form". Students will be notified in writing of the results of the appeal. The committee may request additional documentation before reaching a decision. The committee's decision is final.