PIERPONT COMMUNITY AND TECHNICAL COLLEGE
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
2016-2017 Academic Year
Effective July 1, 2016

Federal regulations and institutional policy require that your academic progress be reviewed at the end of each enrollment period, including summer. All students enrolling for the first time at Pierpont Community & Technical College (Pierpont) (including transfers) will be considered to be meeting academic progress during the first semester of enrollment at Pierpont; subsequent reviews will include all course work (including transfer work) that is contained on Pierpont academic transcript.

To receive funds administered by the Office of Financial Aid and Scholarships at Pierpont Community & Technical College, students must be making measurable academic progress toward completion of an eligible degree. Federal regulations require evaluation of both qualitative and quantitative academic progress.

Qualitative Progress

This evaluation is based upon the **cumulative "Grade Point Average (GPA**)" as shown on your academic transcript.

Undergraduate students must meet the following **Cumulative** GPA:

01-24 total credit hours -- minimum cumulative GPA >= 1.5
25-48 total credit hours -- minimum cumulative GPA >= 1.8
49 total credit hours and above -- minimum cumulative GPA >= 2.0

Quantitative Progress

This is based upon two areas of progress: "**pace"** and "**maximum time frame"**.

Pace is defined as the rate at which attempted academic credits are successfully completed. This is calculated by taking the cumulative number of hours successfully *completed* and dividing by the cumulative number of hours *attempted*. Grades of "W", "F" and "I" count as attempted hours. Transfer hours that appear on your transcript are also included.

A student must be successfully completing 67% of all hours attempted. The calculation will be rounded to the closest whole number.

Maximum Time Frame allowed to complete your degree (including transfer hours) is 150% of the normal time frame. Repeated courses are counted against the maximum time frame.

Certificate Program of 36 hours must be completed within 54 attempted hours.

Associate program of 60 hours, students must complete within 90 attempted hours.

A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional federal student aid funds for that program.

Post-graduate work (credits taken after receiving first degree including a second associate's or an associate's degree after receiving a bachelor's degree) must be completed within 60 hours of post-graduate work. Since all classes attempted will count toward the 60-hour limit, students should meet with their academic advisors to determine what classes are required for completion of the second degree.

*** Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades that are included on academic record considered as part of the evaluation of satisfactory academic progress for financial aid.*

Failure to meet SAP Standards:

Students who fail to meet the **qualitative or quantitative standards** defined above at the end of any enrollment period (including summer), will be placed on "***warning***" for the next semester. During this warning semester the student may continue to receive financial aid.

Students who are within 15 credit hours or less of the **maximum time frame** defined above will be place on ***"warning"*** for the next semester. During this warning semester the student may continue to receive financial aid.

Failure to meet any of the above defined standards at the end of a "***warning***" semester will result in the loss of financial aid eligibility for future semesters.

Students will be notified by postal mail and e-mail of SAP status after grades are posted. As soon as the status is updated, it can be viewed on the student's FELiX account.

Appeal Process:

A student may appeal the loss of financial aid through the Office of Financial Aid and Scholarships. To appeal, the student must have experienced extenuating circumstances which have impacted academic progress. Examples of extenuating circumstances are death of immediate family member, injury or illness or other unusual circumstances evaluated by the Office of Financial Aid and Scholarships. The appeal must include the following:
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1. Why the student failed to make satisfactory academic progress;
2. What has now changed that will allow the student to make satisfactory academic progress at the end of the next semester (statements of good intent are not sufficient);
3. Student's academic plan for meeting satisfactory academic progress; and
4. Documentation to verify extenuating circumstances.

If the appeal is granted, the student will be placed on financial aid ***probation*** for one semester and receive aid during that ***probation*** semester. At the end of the Probation Semester the student ***MUST*** meet the defined SAP standards or meet the academic plan that was developed for the appeal.

Appeals must be submitted by the Friday preceding the week before classes begin. Deadline dates for 2015-15 are:

Fall 2016	**August 5, 2016**
Spring 2017	**January 6, 2017**
Summer 2017	**May 12, 2017**

Any appeals submitted after the above dates will be considered late. Students who wish to enroll and submit the appeal after the deadline should make plans to pay all charges through personal means. If the appeal is subsequently reviewed and approved, any financial aid for which the student is eligible will be processed and any excess funds will be returned to the student.

Appeals will be reviewed by Financial Aid Counselors. If denied by the counselor, the student may request that the appeal be reviewed by Director of Financial Aid and Scholarships. If appeal is denied by Director of Financial Aid and Scholarships for Fall or Spring, it will automatically be referred to the Faculty Assembly Financial Aid Appeals Committee. This committee will meet one time during the week prior to the start of the Fall and Spring Semesters. Denial of appeals by the Financial Aid Director for Summer Semester **is final and will not be forwarded to the Faculty Assembly Financial Appeals Committee.**

Students are limited to two appeals while enrolled at Pierpont.

Financial Aid eligibility can be re-established once the student meets SAP standards. Students who continue enrollment before re-establishing eligibility are required to pay for charges through personal means.

Academic Amnesty Courses:

Candidates for academic forgiveness may receive financial assistance during the readmission semester if under Financial Aid Warning, Probation and/or Academic Plan. If the student does not meet the financial aid standards of SAP or the requirements of their Academic Plan at the end of the readmission semester, student's financial aid will suspend as dictated by the Financial Aid Satisfactory Academic Progress Policy. Candidates must have a signed, written request on file with the Registrar and with the Office of Financial Aid & Scholarships in order for financial assistance to be released during the readmission semester.

Repeating a Course:

Pierpont Community and Technical College enforces Series 22 of the WV Council for Community and Technical College Education.

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of "C" or better may not be legally repeated. See current catalog for more information.

Students who repeat a previously passed class may have limitations on financial aid eligibility.

Nonstandard Courses:

Federal student aid cannot be awarded for courses that do not count toward a student's program completion. Examples include non-credit courses, audited courses, and English-as-a-Second-Language courses that are not part of an ESL program.