

	<b>POLICY TITLE: FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS</b>
Purpose of Policy:	This policy outlines the financial aid academic progress policy and procedure laid out by the Department of Ed and ascribed by GSC
Scope:	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other
Committee(s) Responsible:	Enrollment Management
Location of Policy:	<i>My GSC Portal</i>
Attachments:	None
Forms Location:	None
Related Policies:	Academic Accommodations, Academic Standards and Regulations; Progression Policy
Date Approved by Committee:	04/01/18 – Reviewed by Legal 5/02/18
Prior Review Dates:	07/12, 07/13, 05/15, 05/16, 4/18, 05/03/2018
Next Review Date:	01/2019
Date Policy Effective:	05/08/18
Final President Approval:	05/08/18

**Policy:**

Satisfactory Academic Progress (SAP) provides students who are receiving Federal Student Aid (FSA) with a framework for knowing when eligibility is in jeopardy. GSC maintains an intervention system to assist students with their academic weakness so that corrective measures can be implemented with the assistance of the Student Success Center (SSC). For information on the SSC, contact Erica McCain, Student Success Coordinator [Erica\\_mccain@trihealth.com](mailto:Erica_mccain@trihealth.com).

The U.S. Department of Education in the Higher Education Act (HEA) of 1965 requires colleges and universities to establish, implement and monitor minimum standards of academic progress for students receiving FSA under Title IV programs. GSC applies these standards to all financial aid, including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Subsidized and Unsubsidized Stafford Loan, and Federal PLUS (Parent) Loan programs, as well as the state Ohio College Opportunity Grant (OCOG) program, Federal Work Study (FWS), and Institutional awards. As required by federal regulations, the GSC Satisfactory Academic Progress Policy includes a qualitative (GPA) and quantitative (maximum timeframe) standard. Students must hold a cumulative GPA of 2.0 upon graduation (see Academic Standards and Regulations policy).

Students experiencing academic difficulties are referred to their academic advisor to determine the assistance and support that are necessary to address their individual plan of success to attain their

educational goals. Students who are aware of learning disabilities should immediately contact the Erica McCain the designated Title IX – 504 Coordinator for the College, [Erica.Mccain@email.gscollege.edu](mailto:Erica.Mccain@email.gscollege.edu) or (513) 862-3573, to determine appropriate accommodations. Information regarding Academic Support and Disability Services can be found at <http://www.gscollege.edu/student-advocacy/academic-support-and-disability-services/>. A student with a documented disability and functional limitations is still held to the same academic expectations as other students.

The Financial Aid Office (FAO) follows tenets of the academic policy of the college, which advises students of their academic status and is maintained so that corrective measures can be implemented. The intervention mode applies to all students enrolled in any degree program. At the end of each semester, students receive email notification if they have failed to meet the academic standards and an explanation of how it affects their financial aid and the steps required to meet those standards.

### Minimum Standards for Academic Progress

Determination of Satisfactory Academic Progress is based on three components and the following minimum standards that will be evaluated consistently for all levels of enrollment (full-time and part-time equivalents) each semester (fall and spring) and the summer session (sometimes referred to as “summer semester”) and for students in all programs. All periods of enrollment are counted, even periods in which the student did not receive Federal Student Aid funds.

### Qualitative Standards and Procedures:

#### 1. Grade Point Average:

Students must maintain a minimum semester and cumulative GPA of 2.0 on credits attempted each semester as well as cumulative GPA of 2.0.

### Qualitative Standards

#### 2. Maximum Timeframe:

Students must not exceed 150% of the length of the program in which they are enrolled. This is equivalent of three full-time years for an Associate Degree program and six full-time years for the Bachelor’s Degree program. A student is ineligible when it becomes mathematically impossible for him/her to complete his/her program within 150% of its length.

- A. The Associate of Applied Science in nursing degree requires 72 credits to complete. Students cannot receive FSA for more than 108 attempted credit hours (72 x 150%).
- B. The Associate of Science in Health Science degree requires 60 credits to complete. Students cannot receive FSA for more than 90 attempted credit hours (60 x 150%).
- C. The Bachelors of Science in nursing degree requires 120 credits to complete. Students cannot receive FSA for more than 180 attempted credit hours (120 x 150%).
- D. The Medical Assisting Certificate (Diploma) requires 35 credits to complete. Students cannot receive FSA for more than 53 credit hours (35 x 150%).

E. All attempted hours include transfer and unearned credit hours.

### 3. Pace of Progress:

To ensure that students earn a degree within the maximum timeframe allowed, students must show a *minimum* completion rate of 67% of classes attempted. To calculate the pace at which a student is progressing, divide the total number of hours the student has successfully completed by the total number he/she has attempted.

$$\text{Pace} = \frac{\text{Cumulative number of credit hours completed}}{\text{Cumulative number of credit hours attempted}}$$

Procedure:

Students are reviewed each semester to determine if they are meeting these SAP standards. Failure to meet ANY of the above standards will result in the student receiving an email notification indicated how they have failed to meet the standards. Students who have failed to meet satisfactory academic standards for the first time will receive a financial aid **Warning** notification and will remain on Warning for one semester. Students who receive a Warning notification are asked to see their advisor to determine an academic plan of success for the next semester they are enrolled. Students who have previously received one warning will be sent a letter of Failure and will not be eligible to receive federal Title IV Aid or Institutional aid. If a student feels there is extenuating circumstances that explain why they have failed, they may appeal. If their appeal is approved, they will receive a notification that they are on **Probation** until the student has completed all courses in the subsequent semester with a GPA of 2.0 or higher. Credit hours are counted for the program the student is currently in. Financial aid academic progress will be “reset” one time for students who change programs (for example, AASN to ASHS program), which means the maximum timeframe will be reset to 150% of the length of the program in which they are currently enrolled to include any previously taken courses that apply to the new program in the 150% calculation.

### 4. Appeal Procedures:

Students may appeal any of the failed requirements that result on the basis of extenuating circumstances such as: his/her injury or illness, the death of a relative, or other special circumstances. Students who are not meeting the SAP standards will receive an email notification through their GSC email account that will outline the steps a student can take to restore their eligibility.

If the failure to maintain SAP was due to extenuating circumstances, a student may appeal to the Financial Aid Office.

- A. This appeal must be submitted in writing to the Academic Progress Appeals Committee who will review your appeal and respond promptly.
- B. The appeal must explain why you failed to make satisfactory progress and what has changed in your situation that will allow you to make satisfactory progress at the next evaluation.

The student will receive an email notification once the decision of the appeal has been made. Decisions are typically made within 30 days of the Financial Aid Office's receipt of the appeal. If the appeal is approved, the student's FSA eligibility will be restored and the student will be placed on probation and will continue to receive FSA as long as the minimum standards are met each semester.

If the appeal is denied, to re-establish their academic progress standing, a student will be required to pay for courses without the assistance of FSA until they have met SAP standards. It is the responsibility of the student to notify the FAO when they are once again meeting these standards.

Remedial course work, transfers credits, as well as grades of I (incomplete), and W, WP and WF (official withdrawals), do not count toward meeting the completion percentage, and are included in the qualitative assessment. Students with an Incomplete grade may submit the final coursework within the timeframe allowed in the Academic Standards and Regulations policy.

Repeated coursework permit a student to repeat a class with a passing grade of C and above, one time and receive financial aid for it. Regardless of the grade the student receives a second attempt, the student will not receive financial aid for a third attempt. All course repeat attempts will be counted toward a student's 150% maximum timeframe for completing the program. The most recent grade received in a repeated course will be used to calculate the student's cumulative GPA to determine a student's satisfactory academic progress status for the next semester.

Successful completed credit hours include grades of A, B, C, and P. Any other grade is not considered successful completion of a course and may impact the student's satisfactory academic progress for financial aid.

If a student enters into a second degree program with the College, the maximum timeframe for that program will reset to the maximum timeframe defined in paragraph 2. A "second degree program" is in addition to the student's initial program and not a transfer from that program.