STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Eastern Gateway Community College has established standards for measuring satisfactory academic progress (SAP) that are used for establishing eligibility for federal financial aid. Because these standards are a valid indicator of successful progress towards graduation, they apply to all students at Eastern Gateway Community College (part-time and full-time students), not just to those receiving Title IV funds. SAP is a cumulative measurement of Satisfactory Academic Progress which includes a qualitative and quantitative component.

The qualitative component is determined by calculating the student's cumulative grade point average (CGPA) and the quantitative component is determined by calculating the student's rate of progression toward completion of the academic program (pace) or time and a half. All periods of a student's enrollment at Eastern Gateway Community College are used in determining SAP where an enrollment is defined as the current program of study. A student must meet both the qualitative and quantitative SAP standard to be considered in good standing.

For students in credit hour programs, the evaluation of SAP will occur at the end of each semester. Students not meeting Satisfactory Academic Progress (SAP) standards will receive communication via email to the EGCC email address and, in some situations, letters sent to the address listed in the student's record.

Successful completion of a course is defined as receiving any of the following grades: A, B, C, D or P. The following grades are not considered successful completion of a course: F, W, I, or N.

The standard for Satisfactory Academic Progress (SAP) measures three (3) components:

1. *Qualitative Satisfactory Academic Progress Standard*: A student who has achieved a 2.0 cumulative grade point average (CGPA) is considered to be meeting the qualitative component of SAP, which is a "C" average and is the equivalent academic standing consistent with Eastern Gateway Community College's graduation requirements. The CGPA is calculated by dividing the total quality points by the credit hours attempted. In the case of repeated courses, only the highest grade is included in the CGPA. Prior learning credit such as transfer credit and exemption credit, withdrawals, audits and incompletes are excluded from the CGPA calculation.

2. *Quantitative Satisfactory Academic Progress Standard*: Students must complete at least 67% of all credit hours attempted each term. A student who reaches the pace threshold indicated in the table below is considered to be meeting SAP. The pace percentage is calculated by dividing the total credit or clock hours earned by the total credit or clock hours attempted. All credits attempted, including repeats, withdrawals and incompletes are included in credits attempted for the pace calculation. Transfer credits or clock hours from other institutions that are applied to a student's program at Eastern Gateway Community College will display on a student's transcript as a "P" grade and will be counted as both credit or clock hours attempted and credit or clock hours completed in the pace calculation. A student receiving the grade of "D" at another institution and transferring that course in will appear as a "V" grade on the student's transcript. Exemption credits earned by a student for successfully completing a course test out at Eastern Gateway Community College will display on a student's transcript as a "P" grade and will be counted as both hours attempted and hours completed in the pace calculation.

The following chart shows the quantitative requirement by credit load:

If you are enrolled in:	You must complete at least (66.67%):	If you are enrolled in:	You must complete at least (66.67%):
1 credit	1 credit	13 credits	9 credits
2 credits	2 credits	14 credits	10 credits
3 credits	2 credits	15 credits	10 credits
4 credits	3 credits	16 credits	11 credits
5 credits	4 credits	17 credits	12 credits
6 credits	4 credits	18 credits	12 credits
7 credits	5 credits	19 credits	13 credits
8 credits	6 credits	20 credits	14 credits
9 credits	6 credits	21 credits	14 credits
10 credits	7 credits	22 credits	15 credits
11 credits	8 credits	23 credits	16 credits
12 credits	9 credits	24 credits	17 credits

3. *Maximum Timeframe*: A student must be able to complete the current program without attempting more than 150% of the required credits or clock hours. Only program requirements count in the 150% timeframe calculation, therefore, developmental courses are excluded. Once it has been deemed impossible to complete the program of study within 150% of the published length in the educational program, as measured in credit hours, the student will be dismissed from the College and lose federal financial aid eligibility. At this point, even if the student has the capacity to "self-pay" they are not allowed to continue in the program. The pace requirement has been established to ensure a student does not exceed the maximum timeframe threshold.

The maximum timeframe measure includes all of the following:
- Repeated coursework
- Withdrawals
- Transfer credits

Students have the right to appeal for an extension of their Maximum Timeframe once per degree objective should they exceed or expect to exceed the maximum credits allowed for their degree or certificate. Students will need to complete a Maximum Timeframe Appeal Form and include an academic plan. Submission of an appeal does not guarantee approval. If an appeal is approved, coursework will be limited to courses required for the completion of the degree or certificate. In addition, a student must maintain a cumulative GPA of 2.0 and successfully complete all courses listed on their academic plan. Failure to meet the requirements of the approved timeframe appeal will result in termination.

Program Change

Any courses taken by the student applied from one program to another (whether or not the courses were successfully completed) will be counted toward program completion and the CGPA calculations. If a student chooses to change programs, Eastern Gateway Community College will apply all applicable credits into the new program. If a student graduates from one program and chooses to earn another degree, Eastern Gateway Community College will apply all applicable credits from the program in which the student graduated into the new program. Any credits applied from one program to another will be counted toward pace for program completion and in CGPA calculations. A student not meeting (SAP) satisfactory academic progress will be required to appeal in order to change programs and will be limited on the number of allowable program changes to four (4).

Special Academic Standards for Clinical-Based Healthcare Programs

In clinical-based healthcare programs where the minimum passing grade for core courses is a C+ (76%), a student will be dismissed after two failures in the core courses of the program, irrespective of program grade point average (CGPA) and without previously being placed on Academic Warning. All other SAP standards also apply to students enrolled in clinical based healthcare programs. The student may appeal the dismissal (see Academic Appeal).

Developmental Courses

A student may be required to take one or more developmental courses to establish a foundation for academic success. A student may receive financial aid for developmental coursework up to 30 hours.

Repeat Courses

Students who fail a course may repeat the course and receive financial aid for the course (as long as they are meeting SAP). Students who successfully pass a course and wish to repeat the course may do so only once and receive financial aid.

ACADEMIC WARNING

When SAP is evaluated at the end of a semester or payment period, any student who fails to meet the minimum CGPA and the Pace standards will be placed on Academic Warning. A student placed on Academic Warning will be notified of the warning status and is required to seek academic advisement. While on warning status, a student is eligible to remain in school and receive federal financial aid without an appeal. The institution requires the student to seek academic advisement and work to improve grades before the next SAP check period. A student who meets the minimum CGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will return to good academic standing.

TERMINATION (Dismissal from the College for Lack of Satisfactory Academic Progress)

A student who fails to meet the minimum CGPA and Pace standard at the end of the subsequent semester or payment period after being placed on warning will be dismissed from the College and is ineligible to receive federal financial aid unless he or she successfully appeals that determination (see Academic Appeal). A student will be dismissed from the College for lack of satisfactory academic progress in the following circumstances:

- The student did not increase his or her CGPA to at least 2.00 by the end of one semester or payment period on Academic Warning.

- The student did not meet the pace requirement outlined in the minimum standards table above by the end of one semester or payment period on Academic Warning.
- The student received two failures in the core courses of a clinical-based healthcare program, irrespective of CGPA. A student may be dismissed without first being placed on Academic Warning in this instance.

Academic Appeal

If mitigating or extenuating circumstances exist, a student may appeal a dismissal from the College and termination of financial aid by submitting an Academic Appeal Form to the appropriate academic administrator prior to the deadline stated in the dismissal notification. Valid circumstances include a serious injury or illness, death of a relative or other special circumstances. The appeal must be submitted in writing and provide an explanation of the circumstance that caused the unsatisfactory academic performance and how the student has overcome the circumstance. Supporting documentation is required. All decisions on academic appeals are final. Only one (1) academic appeal is permitted throughout the student's academic career at EGCC.

ACADEMIC PROBATION

If a student who has appealed a dismissal from the College and loss of financial aid has the appeal granted, the student will be reinstated to the College and will be placed on Academic Probation. All students on Academic Probation will be provided with an Academic Success Plan which provides the student with an action plan to return to good standing within a reasonable period of time.

- While on Academic Probation, students are limited to only six (6) credit hours of coursework
- Students are required to repeat failed courses before moving forward in their program of study.
- Academic Success Plan requires student to work closely with a faculty mentor to improve academic standing in a pre-determined timeframe.
- The student must return to good standing or meet the conditions stipulated in the Academic Success Plan in the subsequent term or face permanent dismissal from the College.
- A student on Academic Probation may only receive Title IV funds for one payment period (unless the student met the requirements specified by the school in the Academic Success Plan then the student is still covered by the academic success plan).