



EASTERN  
GATEWAY  
COMMUNITY  
COLLEGE

**EASTERN GATEWAY COMMUNITY COLLEGE  
COLLEGE CATALOG 2021-2022 ADDENDUM**

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**Addendum approved by cabinet (date): July 7, 2022**

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**Catalog Addendum Purpose:**

What is the purpose of this addendum?

*To Update the College's Satisfactory Academic Progress Policy*

**Catalog Addendum Effective Date:**

What is the effective date of this addendum?

07-06-2022

**Catalog Addendum:**

**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. SAP is evaluated at the end of Fall, Spring and Summer terms. 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. Grades A, B, C, D and F are all considered in the calculation of the cumulative GPA.

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).

**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. Prior learning credit such as transfer credit and exemption credit, withdrawals, and audits are excluded from the CGPA calculation. Incomplete grades are weighted the same as an “F” grade and considered a failed grade in the CGPA calculation. Once a grade change is implemented, CGPA will be recalculated, and SAP will be reevaluated. For courses that are repeated, the most recent grade will be calculated within the CGPA, while the previous grade will be removed the calculation.

2. Quantitative Satisfactory Academic Progress Standard: Students must have completed at least 67% of all credit attempted in the program enrolled. The pace percentage is calculated by dividing the total credit earned by the total credit hours attempted in the program enrolled. All hours attempted, including repeats, withdrawals and incompletes are included in hours attempted for the pace calculation.

Transfer credits from other institutions and exemption credits earned by the student for successfully completing a course test out that are applied to a student’s program at Eastern Gateway Community College will display on a student’s transcript and will be counted as both credit hours attempted and credit hours completed in the pace calculation.

3. Maximum Timeframe: A student must be able to complete the current program without attempting more than 150% of the required credits for the program. 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.

**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 courses to 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. One program change may be considered while the student is on warning, however program changes while on probation are not permitted.

#### **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 development 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, 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. The registration hold will be placed on the student's account to ensure they are working with an academic advisor for course registration until good standing status is achieved.

While on warning status, a student is eligible to remain in school and receive federal financial aid without an appeal.

A student who meets the minimum CGPA and Pace standard at the end of the subsequent semester after being placed on warning will return to good academic standing. An official notification will be sent to the student's EGCC email address.

#### **ACADEMIC 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 after being placed on warning will be dismissed from the College, dropped from future enrolled courses 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 on Academic Warning.
- The student did not meet the pace requirement outlined by the end of one semester on Academic Warning.
- The student received two failures in the core courses of a clinical-based healthcare program, irrespective of CGPA. A student will be dismissed without first being placed on Academic Warning in this instance.
- The student failed to meet the end of semester evaluation requirements defined by the academic plan.

#### **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 Dean. 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 unless re-review and escalation is requested by the student.

#### **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. If it is determined a student can obtain good standing by the end of the next semester, they will be placed on probation. If this is not conducive to rehabilitation of SAP, the Dean will develop an academic plan which the student must adhere to and must meet SAP within the established timeframe that is denoted in the academic plan.

- While on Academic Probation, students are limited to only six (6) credit hours of coursework, unless on a Dean approved academic plan.
- Upon completion of the probation period, the student must return to good standing. Failure to meet conditions of the probationary period will result in dismissal from the college.

#### **READMISSIONS TO THE COLLEGE (Re-Admission after Satisfactory Academic Progress Dismissal)**

Students who have been dismissed for failure to meet Satisfactory Academic Progress (SAP) standards may be allowed to be re-admitted to a different program. Any student who has been dismissed must wait at least one (1) year before they can re-apply to another program.

Students are required to submit a Request for Readmissions Consideration Request Form, and the form must include:

1. Reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student.
2. Compelling evidence that they can demonstrate satisfactory academic progress and succeed in an academic program due to changed circumstances, experience, and/or successful completion of credits during the period of absence from another college; and
3. Student must sign off on Dean approved plan for completion of the coursework required to meet Satisfactory Academic Progress during the following semester of being readmitted. Student will be readmitted on a probation status and must meet SAP during that semester or will be dismissed. Re-admission is not guaranteed to any applicant.

The above information replaces, supplements, or updates, the corresponding section(s) of the 2021-2022 Catalog on Page(s) [List the page number(s) to which the addendum specifically applies.]

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