

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 9.6.2.1  
Related Policy: 9.6.2  
Title: Academic Satisfactory Progress for Title IV Student Aid Recipient  
Responsibility: Vice President of Finance Administration

Original Approval Date: 08-01-1994  
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President

The standards by which satisfactory academic progress is measured are as indicated in the policy outlined below. Financial aid awards depend on the maintenance of satisfactory progress while attending Horry-Georgetown Technical College.

## I. Purpose

The Education Amendments of 1976 provide that students shall be entitled to receive financial aid from the Federal government only if they maintain satisfactory progress in the course of study they are pursuing. Subsequent regulations have directed colleges to establish, publicize and uniformly enforce reasonable standards of satisfactory academic progress in order to be eligible to participate in Title IV Federal Aid Program.

Title IV financial aid programs also require that colleges establish standards that indicate whether students are progressing toward a degree, diploma, or certificate within qualitative (Grade Point Average) and quantitative standards (time-based).

## II. Standards of Progress

A. **Maximum Timeframe:** The Department of Education regulations direct that students receiving Title IV aid must complete their degree, diploma or certificate program within established timeframes. The maximum number of hours a student can take in a degree, diploma, or certificate program is 150% of the number of credit hours required to complete that major.

1. All attempted credit hours including, audits, incompletes, withdrawals, failures, repeats, and transfer hours are initially included.

2. Transfer hours that do not count toward the student's current major, hours from prior completed degrees, and remedial coursework are then excluded from the calculation.
- B. **Completion Rate:** Title IV aid recipients must complete at least 67% of all attempted hours. Remedial hours and transfer credit hours that count toward the student's current program are included in this calculation. The percentage is cumulative for the student's attendance at Horry-Georgetown Technical College (HGTC) and the completion rate is not rounded.
- C. **Grade Point Average:** Title IV aid recipients must maintain a cumulative financial aid grade point average of 2.00 or better to remain eligible.
1. Grades earned from remedial courses are included in the calculation.
  2. Grades from transfer credit, withdrawals and no credit (NC) are not included in the calculation.
  3. Only the highest earned grade from a repeated course is included in the calculation.
  4. Grades of I, WF and U are included in the calculation as an F (0.00).
  5. Grades of S and SC are treated as a C (2.0).

### III. Statement of Satisfactory Progress

In addition to the requirements above, students receiving federal financial aid also must maintain the following academic standards:

- A. If a student who has not previously received federal financial aid becomes eligible in later semesters, before receiving aid, he/she must meet the same standards as required by a student who has been receiving aid since his/her first semester (i.e., the student must be progressing satisfactorily toward a degree, diploma, or certificate).
- B. Financial Aid will only pay for a maximum of 30 hours of remedial coursework. This regulation is not appealable.
- C. Financial Aid will only pay for a repeat course one additional time, after the course has been successfully completed with a grade of 'D' or higher.
- D. Students receiving financial aid must be taking those courses approved for the curriculum for which he/she has been accepted. The student's advisor/department chair must document any substitutions.

- E. Students who have attempted 24 credit hours and are receiving funds from the Lottery Tuition Assistance Program must have a cumulative 2.0 Grade Point Average at the start of the academic year (fall semester) in order to remain eligible. Students who have attempted 24 credits hours and do not have a 2.0 GPA at the start of the academic year will not be eligible for Lottery Tuition Assistance at any point during the academic year and this is not appealable.
- F. Students receiving South Carolina Need-Based Grant or the South Carolina LIFE Scholarship must meet additional eligibility requirements. The certification form, that must be signed annually, outlines the additional eligibility requirements and should be referenced.
- G. Early College students are only eligible to receive Lottery Tuition Assistance and cannot apply for federal funds. After a student graduates from Early College and becomes eligible for federal funds, he/she must meet the same SAP standards as required by a student who has been receiving aid since his/her first semester.

Satisfactory Academic Progress (SAP) is evaluated at the end of each semester. Following the first semester in which SAP standards are not met, students are placed on "Warning" for one semester. While on "Warning", students will be eligible for Federal financial aid. Failure to meet all SAP standards at the end of the one semester "Warning" period will result in Suspension. Students will be notified when their SAP status changes via their HGTC email and their myHGTC Financial Aid Account.

#### **IV. Appeals Process**

Any student may appeal any decision regarding financial assistance and satisfactory progress to the Financial Aid Appeals Committee. Students who wish to file an appeal should complete a Financial Aid Appeals Form, which is available online via the College webpage. In addition, students may pick up the form from the Financial Aid Office on any Campus. Successful appeals will include a completed SAP Appeal Form explaining the extenuating circumstances that contributed to the student's failure to meet SAP standards and an explanation of what has changed that will allow the student to meet SAP standards, supporting documentation, and an academic plan. Completed appeal packets must be submitted to the Financial Aid Office by the appeal deadline. Students will be notified of the Committee's decision via their HGTC email and their myHGTC Financial Aid Account. Decisions made by the Financial Aid Appeals Committee are final.

#### **Academic Plan and Suspension**

- A. Students with an approved appeal are placed on an Academic Plan and must adhere to the following criteria each semester until SAP standards are met:
  - 1. Maintain a semester Grade Point Average of a 2.25

2. Have no withdrawals, failures, or incompletes
  3. Follow the academic plan by taking the courses that are listed on the academic plan in the order in which the courses are laid out.
  4. Any changes to the academic plan must be submitted for the approval by the Financial Aid Appeals Committee prior to the end of the add/drop period for that semester.
  5. Failure to comply with the above criteria will result in automatic suspension.
- B. Students with denied appeals will remain on Financial Aid Suspension and are not eligible for Federal Aid. Students on suspension may be eligible for Lottery Tuition Assistance, providing the previously outlined eligibility requirements are met. To regain eligibility after being denied, students must do one of the following:
1. Pay for classes out of pocket or use private funding until all SAP standards are met.
  2. Submit additional appeal information in an effort to resolve any discrepancies that may have caused the previous appeal to be denied.
- C. Sitting out a term or taking multiple semesters off will have no effect on a student's SAP standing.