

ACADEMIC POLICY FOR STUDENTS RECEIVING FEDERAL STUDENT FINANCIAL AID

GENERAL

This Policy applies to funds received through the Federal Pell, Supplemental Educational Opportunity (FSEOG), Academic Competitiveness (ACG) and SMART Grants, the Federal Work Study, the Federal Perkins Loan, the Federal Subsidized Stafford Loan, the Federal Unsubsidized Stafford Loan and the Federal PLUS loan programs.

This policy will be applied automatically and without favor or prejudice, with all aid student's progress being checked at the end of each fall and spring semester. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office.

Any appeal of this policy must be made in writing to the Financial Aid Academic Policy Appeal Committee and turned in to the Financial Aid Office within thirty days of the notification of the violation. Financial aid will not be paid retroactively for any semester's lost eligibility.

Students must meet all conditions of the policy. Violation of any section will result in loss of aid.

INSTITUTIONAL ACADEMIC SUSPENSION

Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment even if they do re-enroll with the approval of the Admissions Council unless summer hours earned at Tech re-establish eligibility.

It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

SATISFACTORY ACADEMIC PROGRESS

UNDERGRADUATES

1. A student is considered making satisfactory academic progress as a full-time student if the total credits earned (with a grade of "D" or better) are:

# of semesters	Minimum Hours "earned"	# of semesters	Minimum Hours "earned"
1	9	6	72
2	21	7	84
3	33	8	96
4	48	9	108
5	60	10	120

NOTE: ALL part-time students must always earn the number of hours in which they are enrolled.

Incomplete, repeat, and audit classes are counted as hours attempted but do not increase hours earned. When a class is repeated the latest grades earned in 1000 and 2000 level classes will be counted in the cumulative grade point average. All grades for 3000 and 4000 level classes will count in the cumulative grade point average. If an incomplete grade is not replaced by an earned letter grade by the end of the next regular semester it will become a grade of "F" and will be considered in the next regular determination of policy progress. No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the courses. Students may use summer hours earned at Tech to fulfill the academic progress requirement. Hours earned at another institution will not meet the requirement.

2. **Transfer students** will be assigned an "equivalent semesters attended" based on the number of hours accepted by the Registrar's Office rounded down to the nearest quarter semester. Example: A student with fifty-four transfer hours would have "equivalent semesters attended" of 4.5 (54 divided by 12 = 4.5). It is the student's responsibility to make sure transfer transcripts are on file with the Registrar.

3. A student must receive a bachelor's degree by the end of six (6) years of full-time attendance, an associate's degree by the end of three (3) years of full-time attendance and a certificate by the end of one and one-half (1.5) years of full-time attendance. Allowances will be made for semesters involving required remedial course work and certificates which require more than one year. All fall and spring semesters attended will be counted whether a student received financial aid during the semester or not. Students may use summer hours earned at TECH to fulfill the academic progress requirement. Hours earned at another institution will not meet the requirement. Less than full-time semesters will be counted proportionally.

	Attempted hours		
Part-time enrollment chart:	1 - 5 hours = .25 semester	9 - 11 hours = .75 semester	
	6 - 8 hours = .50 semester	12+ hours = 1 semester	

4. Students granted academic clemency will have all semesters attended counted on the basis of attempted hours and actual attendance.

SUBSEQUENT CREDENTIALS OR TEACHER CERTIFICATION

1. Full-time students must earn an average of twelve hours per semester; part-time students must earn the hours for which they enroll each semester.
2. A second bachelor's degree or teacher certification must be completed by the end of three years of full-time enrollment. A second associate degree or certificate must be completed by the end of one and one-half years of full-time enrollment. If a degree is not completed within this timeframe, the student may appeal and provide a memo from their advisor detailing the reason(s) why it was not possible for the subsequent degree to be completed in the required timeframe. All hours not applicable to the subsequent degree will then be disregarded in the calculation of maximum semesters.
3. Funds may be received for no more than three certificates, two associate degrees, two bachelors and two master's degrees.

GRADUATE DEGREE

Full-time students must earn an average of 9 hours per semester; part-time students must earn the hours in which they enroll each semester. Degree must be completed by the end of three years of full-time enrollment.

REQUIRED GRADE POINT AVERAGE

First Undergraduate Degree

1. All students must have a minimum cumulative grade point average (**GPA**) of 1.0 at the end of their first semester, 1.50 at the end of their second semester, 1.75 at the end of their third semester and 2.0 at the end of their fourth and all following regular (fall and spring) semesters or "equivalent transfer semesters." Example: A student who earns 24 hours in four half-time semesters would be required to have a 2.0 at the end of the fourth semester. While a student who earns 24 hours in two full-time semesters would still have two additional semesters before a 2.0 GPA would be required. To continue on aid, this GPA must be maintained for all remaining semesters. No appeal will be granted for anyone in violation of the **required cumulative 2.0 GPA**.
2. Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement.

It is the student's responsibility to notify the Financial Aid Office when they have attained the required GPA.

SUBSEQUENT CREDENTIALS OR TEACHER CERTIFICATION

Students must maintain a 2.0 GPA each semester.

GRADUATE DEGREE

Students must maintain a 3.0 GPA on graduate courses each semester.

CHANGING MAJORS

When a student changes majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of semesters attended, they may appeal and provide a memo from their advisor detailing the hours from the previous major which do not apply to the current major. All hours not applicable to the new major will then be disregarded in the calculation of maximum semesters. The cumulative grade point average will still be considered as the student's grade point.

WITHDRAWALS

During each undergraduate or graduate career, a student receiving aid may completely withdraw **ONE SEMESTER ONLY** or receive all grades of "F" and return the next semester to receive all entitled financial aid. Upon withdrawing any additional semesters or receiving all grades of "F" while on financial aid, the student will not receive aid for their next period of enrollment. The next period of enrollment hours must be equivalent to the number of hours enrolled during the withdrawal semester. (Example: If a student withdraws a second time while enrolled in 12 hours, the student would have to pay for 12 hours before becoming eligible to receive financial aid.)

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal programs when a student withdraws or receives all grades of "F". Students who must repay funds will be notified within forty-five days of the amount by the Financial Aid Office.