

## 6.6.4. OFTC Satisfactory Academic Progress Procedure

Students who receive financial aid from Oconee Fall Line Technical College (OFTC) must be in good academic standing and making satisfactory progress, as outlined below.

Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Progress will be reviewed no less than once each semester. Records are reviewed after grades are posted at the end of each semester.

### Qualitative Academic Progress Requirements:

Students must maintain a cumulative grade point average (GPA) of 2.0 or higher, on a 4.0 scale which includes all credit courses appearing on the academic transcript. If a student's cumulative GPA falls below the minimum, his/her financial aid is endangered. A student will be placed on Financial Aid Warning for the following semester of attendance and may receive financial aid for that semester. Failure to meet the cumulative requirement of at least a 2.0 GPA by the end of warning period will result in the student being placed on Financial Aid Suspension. Students placed on Financial Aid Suspension are ineligible to receive any source of Financial Aid until cumulative minimum requirements have been met.

### Quantitative Academic Progress Requirements:

Students must complete **67% of course work attempted**. All hours attempted at Oconee Fall Line Technical College plus all transfer hours accepted by Oconee Fall Line Technical College are counted to determine the completion rate. Students who fail to complete the minimum percentage will be placed on warning during the following semester of enrollment and may continue to receive financial aid during the warning semester. If the student fails to complete 67% of the course work attempted during the warning semester, he/she will be placed on financial aid suspension and will be ineligible for any state or federal aid until the minimum completion rate of 67% has been attained. Total withdrawal in a semester places the student on financial aid warning. Total withdrawal two consecutive semesters or no passing grades for two consecutive semesters places student on financial aid suspension.

### \*\*Maximum Time Frame:

Full time students must complete their educational objective within the maximum time frame of one and a half (150%) times the length of the program in which they are enrolled. This means that once a student has attempted one and a half times the minimum number of credit hours necessary for completing program requirements, he/she will be ineligible to receive financial aid. If upon review, it becomes clear that a student cannot mathematically complete the program within the 150% time frame, the student immediately becomes ineligible for aid. All

hours attempted at Oconee Fall Line Technical College, plus all transfer hours accepted by Oconee Fall Line Technical College, are counted in the 150% limit. Students who are enrolled less than half time will be prorated accordingly.

\*\* If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements, and all grades will be used in calculating the minimum GPA of 2.0.

### Withdrawals:

Grades of W, and WP are not used in calculating a student's GPA, but are counted as course work attempted. WF is counted as an F. I's will not be used in the completion rate calculation. The student will be allowed to complete progress the next semester. The grade received the next semester will be used when calculating the completion rate.

### Remedial Work:

Remedial courses will be covered by Title IV financial aid if the student is enrolled as a provisional or regular student in an eligible program at Oconee Fall Line Technical College and the remedial course is required by the school. Aid can be received for a maximum of 30 hours of remedial courses. Grades received for remedial courses do not affect the GPA, but the hours are calculated in the 67% hours attempted completion rate. The HOPE Scholarship will not pay for remedial classes.

### Transfer Students:

Transfer students accepted by Oconee Fall Line Technical College, but not previously enrolled at OFTC, will be classified as maintaining Satisfactory Academic Progress for the first semester enrolled. After the first semester, the student's grades will be measured in accordance with the College's Satisfactory Academic requirements. Students who previously attended OFTC, transferred to another school, then returned to OFTC, will have all of their course work reviewed. (Only a grade of C or better will transfer.) However, a student previously attending Oconee Fall Line Technical College and on financial aid suspension from Oconee Fall Line Technical College, who attends another college and then returns to Oconee Fall Line Technical College, will be considered on suspension regardless of the transferred course work.

### Termination of Financial Aid:

Financial aid will be terminated when a student is determined by the Financial Aid Office to be ineligible, if the office has evidence that the student has falsified information on the application materials, or if federal or state funds are not provided to meet the award.

### Appeals Process:

Students have the right to appeal a finding that they are not making satisfactory progress if they feel that there are extenuating circumstances, which have prevented them from meeting the specified requirements. Students will need to complete an Appeal of Financial Aid Suspension form. The appeal must specifically address the extenuating circumstances, include supporting documentation and be filed with the Financial Aid Office. If the appeal is approved, the Financial Aid Office will work with the student to create an academic progress plan to ensure academic success. This plan may include limiting the number of hours the student may attempt. The student will remain on probation until satisfactory academic progress is met.

### Reinstatement of Aid:

A student who has been terminated from aid due to a lack of satisfactory academic progress must pay for credit hours attempted and must meet satisfactory academic progress requirements to be eligible to receive any further financial aid in future terms.

### Withdrawal from School:

Any student receiving financial aid must report to the Financial Aid Office upon withdrawal from school. Financial Aid adjustments/payments must be calculated according to federal and state regulations.

### Commercial Truck Driving Program and Financial Aid:

Commercial Truck Driving students will be held responsible for the same SAP standards as all other students and can only receive aid for 150% of the hours to complete the program. Should a student wish to repeat the program, he/she must pay the Business Office for all hours required to graduate over the 150%. Once the student has paid, HOPE Grant will be awarded for the remaining 50% of eligibility.

### Notification:

The Financial Aid Office will notify a student in writing if he/she is in violation of the above standards of satisfactory academic progress and of the termination of his/her eligibility to receive financial aid.

### SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (HOPE):

In accordance with the Georgia HOPE Regulations, students receiving HOPE Grant and/or HOPE Scholarship must maintain the same institutional satisfactory academic progress policy used for federal Title IV programs, as outlined above.

In addition, HOPE recipients are limited to a maximum number of attempted and remedial hours as follows:

1. Students who have received only HOPE Grant/Zell Miller Grant for Diploma and/or Certificate Programs: A maximum number of 95 hours of HOPE Grant eligibility. All attempted hours for which HOPE has been received since Summer term 2003 from all colleges are counted in this cap.
2. Beginning Fall Semester 2013, HOPE Grant recipients must be maintaining a 2.0 cumulative grade point average at the end of the semester in which the student has attended 30 or 60 hours.
3. Students who have received HOPE Scholarship/Zell Miller Scholarship for degree classes and HOPE Grant/Zell Miller Grant for diploma/certificate classes: a maximum of 190 hours of HOPE Eligibility including all HOPE Scholarship hours since 1993 and all HOPE Grant hours since Summer term of 2003 from all colleges are counted in this cap.

### Reference:

Title IV Federal Regulations

Oconee Fall Line Technical College Local Board Approval:

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