

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Services**

POLICY/PROCEDURE: **Financial Aid Standards of Progress**

DATE: **March 1, 1993**

NUMBER: **5.78**

REVISION(s): **12/19/94, 8/24/96, 03/29/11**

Students are required by federal regulation to maintain satisfactory academic progress to receive federal financial aid funds. Progress will be measured by cumulative grade point average, course completion, and time frame to complete a degree or certificate program. Academic progress will be reviewed each semester. **These standards will apply even if the student was not receiving aid during an enrollment period.** Students are considered to be making satisfactory progress if they meet the following criteria:

Degree Seeking: Students must be admitted and enrolled in an approved associate degree or technical certificate degree program.

Cumulative Grade Point Average (GPA): Progress each term is determined on the following grade scale:

Hours Attempted	Minimum Grade Point Average (GPA)
1 – 15	1.75
16 – 90	2.00

Remedial coursework will be averaged into the Grade Point Average (GPA) even though the official college transcript will only reflect the average of college level coursework.

Completion of Courses: The student must progress through their educational program at the following pace:

Number of Hours Attempted	Must Complete
Up to 15	55%
16 – 30	60%
31 or More	67%

Maximum Time to Complete Degree: Students must complete the requirements for a degree within the following time frame:

Associate Degrees	90 Credit Hours
LPN Certificate	87 Credit Hours
LPN to RN Associate Degree	151 Credit Hours
Technical Certificates	150% of the Program Requirements

All Students: Withdrawals, incompletes, and grades of audit are included in cumulative attempted credit hours. Maximum hours apply whether or not the student was receiving aid at the time credits were attempted. Students who change majors must still adhere to the maximum time frame. Students seeking multiple degrees or certificates are required to submit a degree audit with the Financial Aid Appeal Form.

Remedial Coursework: Students may receive aid for remedial courses up to a maximum of 30 attempted credit hours. Eighteen hours of remedial courses may be excluded from the maximum time frame.

Repeating Classes: Students may receive aid to repeat a previously passed course with a grade of “D” only one time. Classes in nursing that are retaken as a requirement because of other failed courses are not eligible for aid.

Transfer Students: For financial aid purposes, attempted and completed hours will include all credit hours transferred from other institutions. Transfer students must have a cumulative 2.00 GPA on the most recent college transcript to receive aid. ****Academic transcripts are required from all institutions previously attended.****

Appeals to Policy: Students who do not maintain satisfactory progress will be suspended from further financial aid. A transcript must be presented to the Financial Aid Office showing deficiencies have been brought up to meet satisfactory progress. Students who have extenuating circumstances (such as illness or death of a family member) may appeal their suspension to the Financial Aid Office in writing. The Financial Aid Committee will hear appeals and the student will be notified in writing of the decision of the Committee. If an appeal is approved, students must meet satisfactory academic progress according to an academic plan determined by the committee.

This policy revision goes into effect on July 1, 2011 and the previous policy is in effect until that date.

AUTHENTICATION (Signature):		COPP
_____	03/29/11	
President	(DATE)	5.78