

SATISFACTORY ACADEMIC PROGRESS

As a student, you need to make satisfactory academic progress in order to continue receiving federal student aid. In other words, you have to make good enough grades, and complete enough classes (credits, hours, etc.), to keep moving toward successfully completing your degree or certificate in a time period that's acceptable.

In order to maintain satisfactory academic progress at Forrest College, you must

1. attain a Cumulative Grade Point Average (CGPA) of 2.0;
2. complete a program within a maximum time frame of one and a half times (150%) of your program length; and pass a certain amount of the classes you attempt at a pace that will ensure that you meet maximum time frame requirements. This means that
 - a. At 25% of maximum program length, you must complete 50% of the credit hours you attempt
 - b. At 50% of maximum program length, you must complete 66.67% of the credit hours you attempt.

A student must meet these requirements to remain eligible for Title IV, HEA funds. A student who does not maintain satisfactory academic progress is placed on financial aid warning.

The Records Office calculates and monitors academic progress by calculating the Cumulative Grade Point Average (CGPA) for each student at the end of each grading period. Students are in good academic standing whose CGPA is 2.0 or higher and are progressing in their program at an acceptable pace.

If a student's CGPA falls below a 2.0, the student is placed on Financial Aid Warning.

Initial Term of Financial Aid Warning

The student is placed on Financial Aid Warning in the next grading term after the student's CGPA falls below 2.0 or whose pace of completion is unsatisfactory. Students under financial aid warning can receive student financial aid without submitting an appeal for one term. At the end of the term, the student must meet the criteria for satisfactory academic progress. If not, the student is placed on Unsatisfactory Academic Progress.

Students on Unsatisfactory Academic Progress are ineligible for student financial aid unless they submit an appeal and the appeal is granted.

Appealing Unsatisfactory Progress

An appeal may be granted under such conditions as:

- If the student evidences progress during their term of financial aid warning by achieving a grade point average (GPA) of 2.0 and the records office determines

that it is reasonable for the student to meet SAP standards in one term, the student's schedule is considered the academic plan and he/she is placed on Financial Aid Probation and can receive student financial aid for one term.

- If the student submits an appeal and the appeal is granted. To be considered, an appeal must explain why the student failed to make satisfactory academic progress and what has changed in his/her situation that will allow him/her to make satisfactory academic progress. If a student's appeal is granted and it is reasonable for the student to meet SAP standards in one term, he/she is placed on Financial Aid Probation and can receive student financial aid for one term.

To appeal, you must submit a detailed letter to the finance office documenting the extenuating circumstances for why the deficiency has occurred, actions you have taken to resolve the issue and any supporting documentation. Note that simply filing an appeal does not guarantee renewed financial aid eligibility. Appeals are reviewed on a case by case basis.

- If it is not mathematically possible for a student who is appealing to reach satisfactory academic progress by the end of the next term, the student can be placed on an academic plan for a specific number of terms. The academic plan must be developed in collaboration with the student's program coordinator and submitted to the finance office as part of the appeal. The academic plan will be monitored each term by the academic program coordinator and used to evaluate the student's satisfactory academic progress until it expires. If the appeal is granted the student remains eligible to receive financial aid through the duration of the approved plan as long as the student continues to meet the requirements so specified.

The student must meet the criteria for satisfactory academic progress by the end of the period of probation. If not, the student is once again placed on Unsatisfactory Academic Progress and is ineligible for aid. The student is suspended from the College.

The student can appeal again, but the latter appeal must be based on a different reason from the first appeal.

Maximum Time Frame for Completion of an Associate Degree Program

A second measure of Satisfactory Academic Progress requires that you complete a program within a maximum time frame of one and a half times (150%) of your program length. This is called "Maximum Time Frame for Completion of an Academic Program".

The maximum time frame at Forrest College for an associate degree (or degrees) is measured by the average number of credit hours required to complete a degree multiplied by 150 percent. This is the maximum number of credit hours a student can attempt to maintain satisfactory progress.

Example:

Credit Hours needed for a degree = 100.5

$100.5 \times 150\% = 150.75$

Maximum credits hours attempted for satisfactory progress = 150.75

A student's pace of completion is measured to ensure that the student has completed enough of the program at the end of each measurement point to enable him/her to finish the entire program within the maximum allowable time frame.

Credit hours earned divided by credit hours attempted is the student's pace of completion.

If, at 25% of the student's maximum program length, the student has not completed 50% of the credit hours attempted toward his/her program of study and has not achieved a 2.0 cumulative grade point average, then the student will be placed on financial aid warning.

At 50% of the student's maximum program length, the student must have a minimum CPGA of 2.0 and must have successfully completed 66.67% of the credit hours attempted toward his/her program of study or be suspended (withdrawn) from the College. No probationary status is allowed. The student may appeal this determination as indicated. See "Appealing Unsatisfactory Progress."

Maximum Time Frame for Completion of a Diploma Programs

The maximum time frame at Forrest College for a diploma program (or programs) is measured by the average number of credits required to complete a diploma multiplied by 150 percent. This is the maximum number of credit hours a student can attempt to maintain satisfactory progress.

Example:

Credit hours needed for a diploma = 43.5

$43.5 \times 150\% = 65.25$

Maximum credit hours attempted for Satisfactory progress = 65.25

The diploma programs must be completed within a maximum of one and one-half (1.5) times the planned program length for a full-time student with 50% of the credits having been completed at the end of the first academic year.

Definitions:

Credit Hours Attempted – The number of credit hours in which a student is enrolled after the last day to drop without a “W” including “W” (withdrawal), “P/F” (pass/fail), repeated (R), plus advanced standing credits (e.g. transfer, credit by exam, certification, or experience). An assignment of a grade of “Incomplete” affects the credit hours attempted.

Credit Hours Completed – The number of credit hours for which a student successfully earns credit by advanced standing (e.g. transfer, credit by exam, certification, or experience), examination or completion. Repeated courses receive credit one time only. An assignment of a grade of “Incomplete” affects the credit hours completed.

Effect of Certain Grades on the Determination of Satisfactory Progress

The assignment of certain Grades may affect satisfactory academic progress (cumulative grade point average) and maximum time frame calculations.

NC – A grade of “No-Credit” is a punitive grade, earns 0 quality points, and is calculated into the grade point average and affects both a student’s CGPA and maximum time frame calculation.

S – A grade of “Satisfactory” earns credit but does not earn quality points and does not affect a student’s CGPA and maximum time frame calculation.

TC – “Transfer credit” earns credit but does not earn quality points or affect a student’s CGPA.–Transfer credits that are accepted count as both attempted and completed.

CE - “Credit by Exam or Experience” earns credit but does not earn quality points or affect a student’s CGPA but is included in the maximum time frame calculation. CE does not count towards enrollment status.

U - A grade of “Unsatisfactory” earns no credit or quality points and does not affect a student’s CGPA and maximum time frame calculation.

W – A grade of “Withdrawal” earns no credit or quality points and does not affect the student’s CGPA but does affect the maximum time frame calculation.

X - An “Audited” course earns no credit or quality points and does not affect a student’s CGPA and maximum time frame calculation.

I – An assignment of a grade of “Incomplete” affects credit hours attempted and completed. It does affect a student’s CGPA and maximum time frame calculation. Assignments of a grade of Incomplete and its resolution are documented.

R – An assignment of a grade of “Repeat” affects credit hours attempted and completed.

Effect on Maximum Time-Frame Calculation for Students Wishing to Re-Enter, Change their Program or Program Emphasis, Add Another Program of Study, and/or Transfer to the College from Another Institution(s).

Reentry:

Any student re-entering the College in his/her original program of study will be measured by the same rate of progress as if he/she had never withdrawn.

If a student re-enters the College in a different program of study, any course previously attempted that is required in the new program of study will be calculated in the student's maximum time frame for completion. Any course previously attempted that is not in the new program of study will not be calculated in the student's maximum time frame for completion.

Change of Program, Program Emphasis, or Adding Another Program:

If a currently enrolled student chooses to change his/her program of study or the emphasis within his/her program of study, or add another program of study, maximum time frame will be adjusted in order to allow for the completion of additional courses required, if any.

Any course previously attempted that is required in the new program of study will be calculated in the student's maximum time frame for completion. Any course previously attempted that is not in the new program of study will not be calculated in the student's maximum time frame for completion.

Transfer: If a student transferring into the College receives transfer of credit into their chosen program of study, those credits will affect the maximum time frame calculation.