North Central Texas College

Satisfactory Academic Progress Policy for Financial Aid

Effective August 2011 – August 2012

Financial Aid Students must maintain Satisfactory Academic Progress towards an Associate's Degree or approved Certificate Program in order to receive Federal Title IV and/or State Financial Aid. In addition, the academic records of all Financial Aid Students will be reviewed to determine if Satisfactory Academic Progress is being maintained. A student's entire academic record includes all credits earned at prior institutions even if Financial Aid was not used to earn these hours. All students, including transfer students, must submit all prior transcripts and have them evaluated by the end of the first semester of enrollment. Students without degree evaluations will not be eligible to receive aid for the following term. All forms of financial aid awarded by the Financial Aid Office are affected by this policy.

Academic Progress will be evaluated at the end of each semester (fall, spring, and summer).
Academic statuses are explained below:

1. **Good Standing means a student is making satisfactory academic progress.**

    - Semester G.P.A. is 2.0 or better **AND**
    - Semester completion rate is equal to or better than 67% of hours enrolled

2. **Financial Aid Warning** – Student is still eligible to receive Federal and State financial aid, but is not considered to be making Satisfactory Academic Progress. A warning notice is sent to notify the student that if academic progress does not improve they will be placed on financial aid suspension.

    - Semester G.P.A. is below 2.0 **OR**
    - Semester completion rate is below required percentage (67%)

3. **Financial Aid Suspension—Student is no longer eligible for Federal or State financial aid** due to their lack of Satisfactory Academic Progress or the student has reached the maximum credit hours allowed. **Maximum Credit Hours allowed:** Associate Degree = 93 credit hrs; Certificate Programs = 63 credit hrs.

    - Student was on prior Warning status and one of the following:
        - Semester G.P.A. is below 2.0 **OR**
        - Semester completion rate is below require percentage (67%)
    - Maximum credit hours have been reached. Meaning that the student has attempted over 150% of the hours needed for their certificate or degree program. Financial aid for any course study beyond the maximum credit hours requires special approval.

How to calculate completion rate

Credit Hours Earned/Credit Hours Attempted = Completion Rate

Classes with the following grades not considered completed:

"F" or a failing grade, "W" or withdrawn: no grade given but counts toward hours attempted, "I" or "IP" or incomplete: no grade given or an "NR" no record but counts toward hours attempted. It is the student's responsibility to comply with the instructor before the end of the next Fall or Spring semester, or the " I " Incomplete" grade will revert to "F". All courses count toward the completion rate, whether the course is a repeated course, remedial course, or courses with the grade I, IP, F, or W as well as the maximum time allowed.

Should you take a grade of "F" or "W"?

Both grades effect your completion rate (refer to NCTC's Satisfactory Academic Progress Policy for Financial Aid), but a "W" will not effect your G.P.A. If you are certain that you can not pass a class it is better to receive a "W". A "W' looks better on your transcript than an "F". In addition, it is very difficult to improve your G.P.A. when you have an "F" in the calculation. Please remember both a grade of "F" and a grade of "W" can affect your ability to receive Financial Aid, but an "F" has more impact on your future.

NEW! Academic Plans

Students entering the Suspension Appeal Process will be evaluated based on their Pace of Academic Progression. Pace of Academic Progress will be measured against the maximum timeframe allowable to complete the student's degree or certificate program. If it is determined that a student's rate of academic progression is not attainable, they will be placed on an Academic Plan. Students on an Academic Plan will be required to make sufficient academic progress at the end of each payment period in order to maintain eligibility for Financial Aid.

How to appeal your Suspension:

1. Students who are denied financial aid may appeal the decision, if there are extenuating circumstances. EXTENUATING CIRCUMSTANCES INCLUDE BUT ARE NOT LIMITED TO: DEATH IN THE FAMILY, ILLNESS AND HOSPITALIZATION…
2. The appeal must be submitted in written form to the Financial Aid Office.
3. Suspension letter deadlines are one week prior to the first class day of each semester.

Ways to Re-instate your Financial Aid when on suspension:

1. Suspension Appeal to the Financial Aid Appeal Committee
2. If an appeal is denied or the student prefers they may pay for one semester out of pocket.
   FALL/SPRING: pay and complete 9 hours AND earn a semester GPA of 2.0 or better
   SUMMER: pay and complete 6 hours AND earn a semester GPA of 2.0 or better
   Students who choose to pay out of pocket should contact the Financial Aid Office once semester grades have posted to have their suspension removed.

Campus	Address	Phone	Fax
Gainesville Financial Aid	1525 W. California St. Gainesville, TX 76240	940-668-4242	940-668-4260
Corinth Financial Aid	1500 N. Corinth St. Corinth, TX 76208	940-498-6294	940-498-6271
Flower Mound Financial Aid	1200 Parker Square Flower Mound, TX 75028	972-899-8422	972-899-8340
Graham Campus	928 Cherry Street Graham, TX 76450	940-521-0720	940-521-6419
Bowie Campus	PO Box 1247 Bowie, TX 76230	940-872-4002	940-872-3065