

## **Academic Progress**

A student's overall academic progress is the standard by which progress towards a degree is measured. Each student's academic standing is determined at the end of each semester based on attempted credits and cumulative grade point average. To retain good academic standing, students must earn a cumulative grade point average (GPA) of at least 2.0 on a 0.0-4.0 grading scale. Students who earn less than 2.0 cumulative grade point average have unsatisfactory academic progress.

The college's Academic Action Committee, comprised of the Program Chairs and Academic Dean's, reviews the student's cumulative record to determine whether good academic standing has or has not been achieved. The Director of Financial Aid and Director of Student Services or their designees may serve as observers during the Academic Action Committee's end of semester hearings. The Academic Action Committee and student's academic advisor may make specific recommendations and the student may be required to sign an *Academic Success Plan Agreement*.

All students who have a cumulative grade point average less than 1.0 and/or earns an "F" in a core course will be notified by the Registrar to meet with the Academic Action Committee at the end of semester for an academic hearing to review problems and strategies to gain successful academic progress.

Students should also consult the Financial Aid "Satisfactory Academic Progress" (SAP) section of the college catalogue and [www.dcad.edu](http://www.dcad.edu), to understand how their academic progress and other federal standards affect their financial aid eligibility.

The financial aid office sends all students a SAP Report after each semester which specifies how each student stands in reference to: a. Earning a minimum 2.0 GPA, b. Pace in completing program of study: Successfully completing at least 67% of classes attempted, and c. Progressing within Time Frame Progression Standard, i.e. progressing within 150% of time frame required to complete their associate degree.

## **Academic and Financial Aid Warning**

A student who is no longer in good academic standing (i.e. who fails to maintain a minimum cumulative grade point average of 2.0), will be placed on Academic and Financial Aid Warning for the following semester. Students will be notified of their warning status in a letter from the Academic Dean and in their Financial Aid SAP Report. To remove themselves from Academic and Financial Aid Warning Status, the student must earn a minimum 2.0 cumulative grade point average during the semester of warning.

## **Academic and Financial Aid Dismissal**

Failure to remove oneself from academic and financial aid warning within one semester is considered unsatisfactory academic progress and results in academic and financial aid dismissal. The Registrar will mail these students an *Academic Dismissal Notice* and *Academic and Financial Aid Reinstatement Appeal Procedures*.

## **Academic and Financial Aid Appeal Procedures**

Once academically dismissed, students may appeal within fifteen days from the date posted on the *Academic Dismissal Notice*, for academic and financial aid reinstatement. Students seeking Academic Reinstatement should complete an *Academic/Financial Aid Reinstatement Form* which includes an *Academic Progress Success Plan* and a *Cumulative GPA Calculation Worksheet* to submit to the Academic Dean or Academic Action Committee. The student will find the Academic Appeal Forms and GPA Calculator at [www.dcad.edu](http://www.dcad.edu). The student may also submit other documentation such as letters, medical reports, as needed to support their appeal for reinstatement.

Within thirty days after receiving the student's *Appeal for Academic/Financial Aid Reinstatement*, The Academic Dean will convene the Academic Action Committee, Financial Aid and Student Services Directors or their designees, for the Academic Action Committee to review and render a decision regarding the student's *Appeal for Academic/Financial Aid Reinstatement*. The student's Appeal may include a request to meet with the Academic Action Committee to present her/his petition.

The Registrar will send the student an *Academic Appeal Decision Letter* within 10 working days following the Academic Action Committee's appeal decision.

Appeal decision options are as follows:

a. If the student's *Appeal for Academic/Financial Aid Reinstatement is approved*, the student is placed on Academic/Financial Aid Probation and may receive Federal funds as long as the student is satisfying the requirements of an approved *Academic Progress Success Plan*. The Registrar mails the student an *Academic and Financial Aid Reinstatement/Probation Letter*.

The student and student's advisor, with consultation of the Academic Action Committee, develop the *Academic Progress Success Plan* that will help the student meet the college's SAP standards by a specific time. Students may appeal to change their plan, by describing in writing what has happened to make the change necessary and how they will be able to make SAP.

b. If *Appeal for Academic/Financial Aid Reinstatement* does not include sufficient documentation, the Academic/FA Dismissal stands. The student's status becomes *Dismissal Pending Additional Supportive Documentation*. The Registrar mails the student an *Appeal Documentation needed Letter*.

c. If the student's Appeal is denied by the Academic Action Committee, the Registrar mails the student an *Academic/Financial Aid Reinstatement Appeal Denial Letter*. The Academic Action Committee's Appeal Decision is final.

### **Academic/Financial Aid Probation**

a. If after one semester of Academic/FA Probation, the student achieves Satisfactory Academic Progress, the student's academic enrollment and financial aid eligibility continues, and the student's Probation Status is removed.

b. If after one semester of Academic/Financial Aid Probation, the student does not meet SAP standard but meets all requirements of their Academic Plan, they are considered eligible for enrollment and financial aid for the next semester and subsequent semesters so long as they meet the requirements of their *Academic Progress Success Plan*.

c. If after one semester of Academic/FA Probation, the student does not meet SAP requirements and the requirements of their *Academic Progress Success Plan*, the student will be dismissed and lose FA eligibility. The Registrar will mail the student an *Academic and Financial Aid Dismissal Letter*.

### **Additional Financial Aid Warnings**

Per Federal regulations 34CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34, although a student may have earned a minimum 2.0 cumulative GPA to maintain good academic standing, students must also meet the following standards to be in good financial aid standing:

a. Satisfactory Pace of Program Completion- Each student must maintain satisfactory pace of degree program completion by completing at least 67% of courses attempted. The student's pace of completion through her/his program is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted. For example, a student who has successfully completed 25 credits of 30 credits attempted has an 83.33% pace of completion. A student who has successfully completed 10 of 20 credits attempted has a 50% pace of completion and has not made satisfactory academic progress.

b. Maximum Time frame Progression-Each student must progress through their program to ensure that they graduate within 150% of published time frame. to complete their program. For example, a student who enrolls full-time in a program that requires 4 semesters to complete at DCAD, must complete that program in six semesters or 150% time frame. If a student enrolls part-time; the financial aid office prorates the maximum time frame accordingly.

A student who does not meet the pace of degree completion or does not complete within the maximum 150% time frame, will be placed on financial aid warning during their next semester of enrollment. They must meet these pace and time frame standards in order to continue receiving federal aid after the semester where they are placed on financial aid warning status.

Students who fail to meet the pace of progression or completion within the maximum time frame after one semester warning will have their financial aid dismissed. These students may follow the *Academic and Financial Academic Appeal Procedures referenced above*, however, SAP pace and time frame appeals must be submitted to the Financial Aid Office rather than to Academic Dean, within 30 days of the student's financial aid dismissal.

The Financial Aid Office will send the student a *Financial Aid Reinstatement Appeal Decision Letter* within 10 working days following receipt of the student's appeal. Financial Aid Appeal Decisions are as follows:

a. If the student's *Appeal for Financial Aid Reinstatement is approved*, the student is placed on Financial Aid probation and may receive Federal funds as long as the student is satisfying the requirements of an approved *Academic Progress Success Plan*,

b. If the student's Appeal is Denied by the Financial Aid Office., the student's financial aid dismissal remains. The Financial Aid Appeal decision is final.