**Grade Point Designations**

**Used in GPA computation: Not used in GPA computation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **A = 4** | points, counted as registered hours | **V =** | Not counted as registered hours |
| **B = 3** | points, counted as registered hours | **EW =** | Not counted as registered hours |
| **C = 2** | points, counted as registered hours | **AW =** | Counted as registered hours |
| **D = 1** | points, counted as registered hours | **SW =** | Counted as registered hours |
| **F = 0** | points, counted as registered hours | **S =** | Counted as registered hours |
| **IF = 0** | points, counted as registered hours | **U =** | Counted as registered hours |
| **I = 0** | points, counted as registered hours | **NG =** | Counted as registered hours |
|  |  | **T =** | Counted as registered hours |
|  |  | **TU =** | Not counted as registered hours |

               G**rade Definitions**

**Grade  Interpretation  Grade Point Value**

|  |  |  |
| --- | --- | --- |
| **A** | Superior | **4** |
| **B** | Good | **3** |
| **C** | Average | **2** |
| **D** | Minimum Passing | **1** |
| **F** | Failure | **0** |
| **IF** | Fail (unresolved incomplete) | **0** |
| **I** | Incomplete. It is changed to a letter grader after successful Completion of missing work, or becomes an IF, if not resolved. | **0** |

|  |  |
| --- | --- |
| **AW** | Administrative Withdrawal |
| **EW** | Extenuating Circumstances Withdrawal |
| **SW** | Student Initiated Withdrawal |
| **V** | Audit |
| **S** | Satisfactory |
| **U** | Unsatisfactory |
| **NG** | Grade not reported by instructor. It is changed when the grade is received. |
| **T** | Transferred course |
| **TU** | Transfer course under evaluation. |

**Cumulative GPA Measurement**

The cumulative grade point average (GPA) is computed at the end of each semester on the basis of all grades, A through F, earned in College credit courses. Summer is treated as a regular semester.

**Table of Minimum Standards for Good Academic Standing**

|  |  |
| --- | --- |
| **Cumulative Number**  **of Registered Hours** | **Minimum Cumulative**  **GPA** |
| **0-6** | **0.5** |
| **7-12** | **1.0** |
| **13-24** | **1.3** |
| **25-36** | **1.6** |
| **37-48** | **1.9** |
| **49 – above** | **2.0** |

**Table of Minimum Standards for Satisfactory Completion Rate**

|  |  |
| --- | --- |
| **Cumulative Number**  **of Registered Hours** | **Minimum Cumulative**  **number of credit hours with grades of A,B,C,D, or T** |
| **0-4** | **0** |
| **5-8** | **4** |
| **9-12** | **8** |
| **13-16** | **11** |
| **17-20** | **14** |
| **21-24** | **16** |
| **25-28** | **19** |
| **29-32** | **22** |
| **33-36** | **24** |
| **37-40** | **27** |
| **41-44** | **30** |
| **45-48** | **32** |
| **49-52** | **35** |
| **53-56** | **38** |
| **57-60** | **40** |
| **61-64** | **43** |
| **65-68** | **46** |
| **69-72** | **48** |
| **73-76** | **51** |
| **77-80** | **54** |
| **81-84** | **56** |
| **85-88** | **59** |
| **89-92** | **62** |
| **93-96** | **64** |
| **97-100** | **67** |
| **101-104** | **70** |
| **105-108** | **72** |
| **109-112** | **75** |
| **113-116** | **78** |
| **117-120** | **80** |
| **121-124** | **83** |
| **125-128** | **86** |
| **129-132** | **88** |
| **133-136** | **91** |
| **137-140** | **94** |
| **141-144** | **96** |
| **145-148** | **99** |
| **149-152** | **102** |
| **153-156** | **104** |
| **157-160** | **107** |
| **161-164** | **110** |
| **165-168** | **112** |
| **169-172** | **115** |
| **173-176** | **118** |
| **177-180** | **120** |
| **181-184** | **123** |
| **185-188** | **126** |
| **189-192** | **128** |
| **193-196** | **131** |
| **197-200** | **134** |

These tables indicate minimum requirements. Some programs have different standards. Refer to Additional Admission Requirements for the Bachelor of Social Work and the Respiratory Therapy program.

**Mitigating Circumstances**

These are circumstances that take place in the life of students that could compromise the ability to make satisfactory academic progress. Students can explain these circumstances in an appeal process. These can include the following, but the list is not exhaustive:

Death in the immediate family;

Extended (over two weeks) and documented illness of the student or a member of the student's immediate

family requiring medical intervention or hospitalization; or some other health/life threatening situation; or

Childbirth by the student or student's spouse; or

Family problems, such as separation/divorce, or other life-changing situations.

**Satisfactory Academic Progress**

Satisfactory Academic Progress is measured using three criteria.

1. **Academic Progress**. Academic progress is measured using the “table of minimum standards for good academic standing.” Each term students’ local GPA is compared to the table and a determination is made. If the local GPA meets or exceeds the table value, the student is “IN academic compliance” (IA). If the local PA is below the minimum standard, the student is “NOT IN academic compliance” (NA).
2. **Satisfactory Completion Rate**. The satisfactory completion rate is computed by adding all the hours registered with final grades of A, B, C, D and T and dividing this number by the total hours registered (with ANY grade) If the result is .67 or higher (2/3) the student is “IN satisfactory completion rate” (IC). If the result is .66 or less, the student is “NOT IN satisfactory completion rate” (NC). The “table of minimum standards for satisfactory completion rate” also illustrates the ratio of registered to completed hours needed to have the designation IN.

1. **Maximum Time Frame.** Students must complete academic programs within 1 ½ times or 150% the number of hours required for the program of study. All registered hours, whether the student received financial aid or not, (including repeated hours, withdrawn hours, failed hours, and transfer hours) are counted toward this requirement. If a student has not yet attempted 150% of the hours required for a program, the student is “IN time frame” (IT). If the student exceeds the maximum time frame, the student will be “NOT IN time frame” (NT). If a student exceeds the maximum time frame he or she becomes ineligible to receive financial aid.

Satisfactory Academic Progress will be computed at the end of each term, after final grades are submitted. Summer term is treated as a regular term and Satisfactory Academic Progress is computed. The statuses are:

**Good Progress** – If a student is in academic progress (IA) AND in completion (IC) his or her status will be indicated as (GF). If a student is in the first term of attendance, he or she automatically starts at (GF) at the beginning of the first term.

**Warning** – If a student was in (GF) the prior term of enrollment and ends the current term out of academic compliance (NA) or out of completion rate (NC), he or she will be placed on warning (WF). If a student started a term on (WF) and ends the term on (GF) he if she will regain (GF) status.

**Appeal and Plan**– If a student does not regain (GF) after a term on warning (WF), his or her status will be changed to “Appeal” and he or she will need to appeal with an academic advisor. The student is not being eligible for further financial aid until the appeal is reviewed and approved. Appeals will be reviewed by the Financial Aid Appeal Committee and either approved (AA) or denied (AD). The appeal must include (1) an explanation of the mitigating circumstance(s) that led to losing GF status, (2) an explanation of how the circumstances have changed and (3) a plan (PL), which specifies how the student plans to regain GF status within the maximum time frame allowed for the desired program. During the period where the standing is AA, it is the responsibility of the student to meet with his or her academic advisor every two weeks to discuss progress. Additionally, the plan will be reviewed each term for compliance with its own terms. If not in compliance, which is the student has not made progress with his or her own

Plan, the student will become ineligible to receive financial aid (XF).

**Regaining financial aid eligibility after becoming ineligible (XF)**—In order to regain financial aid eligibility, a student must make academic progress without the use of aid whether at this institution or another one. If the student can prove that he or she can make academic progress over at least one academic semester and prove that he or she can complete the desired program of study within the maximum time frame, he or she can regain eligibility.

**Remedial Courses –** St. Augustine College does not offer solely remedial programming.

**Appeal Procedures in Case of Financial Aid Exclusion**

To appeal Financial Aid Exclusion status, a student shall initiate through his/her advisor a written appeal to the Dean of Student Affairs, who will take the case to the Appeals Committee for Satisfactory Academic Standards and Progress. The student must show either extenuating circumstances or administrative error as defined previously.

A successful appeal may preserve the student's eligibility for financial aid the following semester. If the appeal is unsuccessful, the student may continue at the College without financial aid, at his/her own expenses.

**Maximum Time Frame**

The Maximum Time Frame is the time allowed for a student to complete a course of study during which the student may be eligible for financial aid. The Maximum Time Frame is one and a half times the program length. In other words, a student in a 60 hours program is allowed 90 hours in which to complete the program provided that the student keeps the Minimum Standards for Good Academic Standing. All registered hours will be counted in the Maximum Time Frame determination, including those semesters in which a student may not have received financial aid at St. Augustine College. In addition, all transfer credit hours accepted from other institutions will also be counted for maximum time frame compliance.

If a student does not complete the program within the stated Maximum Time Frame, a Hold will be placed on the student's record and the student will not be eligible to receive financial aid.

**Appeal Procedures for Maximum Time Frame Hold**

Students may file an official appeal requesting an extension of their Maximum Time Frame. An extension may be approved for students who had to enroll in remedial/developmental courses; in this case, the maximum time frame may be extended up to 30 hours.

Students who successfully appeal their Hold status will regain financial aid eligibility. Students who are unsuccessful may attend the College at their own expense, provided they meet the College's academic standards.

**Transfer Students: Maximum Time Frame**

Students transferring from other colleges to St. Augustine College will have their accepted registered hours applied toward their Maximum Time Frame. Accepted hours must be completed in college level courses in which the student received a grade of "C" or better.

The Following Conditions Must Be Met To Maintain Eligibility for Financial Aid:

Changes in the recipient's marital, credit hour or residence status must be reported to the Financial Aid Office for review and possible adjustment of awards.

Unexpected changes in the family's financial condition should be reported to the Financial Aid Office for review and possible adjustment of awards.

Outside aid received by applicant who is not listed on the award letter must be reported

If the recipient is in default on a federal loan received for attendance at other institutions or owes a refund for federal financial aid received when not earned, the Financial Aid Office must be notified immediately and awards will become void, after acceptance or declination of financial aid offered and returned to the financial Aid Office.