

# Satisfactory Academic Progress for Financial Aid Recipients

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the calculation of satisfactory academic progress. Developmental credit hours over 30 total semester credit hours cannot be counted toward enrollment status.

**Transfer Credit** – Transfer credit hours accepted from other institutions are included in the calculation of completion rate and maximum time frame, but not GPA.

**Change of Program Hours attempted**, and GPA earned in other programs at Durham Tech are included in the SAP calculation.

**Additional Credits** – Effective Summer of 2020, Institutional, Transfer, Developmental, Transfer Developmental, and Non-Course credit applied to a student's record are evaluated for SAP purposes. If a credit does not have a grade associated with it, it is not counted for GPA purposes.

**P-Grades** – Any grade with a P or a P prefix will count as a 4.0 for GPA purposes.

## Students with Previous Appeals

**Probation** – Before the Fall of 2020, Durham Tech would place students on Probation for one term if

## Appeal Process

If students become ineligible for financial aid due to a failure to meet the minimum guidelines for satisfactory academic progress or because they have reached their maximum time frame to earn a degree, they may appeal their status to the Financial Aid office. Students will be notified via their Durham ConnectMail email account of their SAP status. If students are suspended due to failing to meet the minimum guidelines, they must follow the instructions provided in the email and submit the appeal form. Appeals will be considered for various circumstances and are reviewed on-a case-by-case basis.

All appeals must be made in writing to document the unusual circumstances to explain and document that these situations are resolved. Students may obtain the Appeal form from the Financial Aid office or print a copy from the Durham Tech [Financial Aid website](#). Submit the appeal and nonreturnable documentation to the Financial Aid office two weeks before the end of the semester for which you are appealing. Documentation supporting your circumstance may be required and is encouraged. Suspended students should be prepared to pay for the semester expenses. A student's appeal will be reviewed, and their approval or denial notice will be sent to their Durham Tech ConnectMail email account.

## Appeal Decisions

The appeal decision is made by anyone with one of the following titles:

Assistant Director, Financial Aid Operations; Assistant Director, Financial Aid Processing; Assistant Director, Financial Aid or Director of Financial Aid and Veterans' Services.

Students should work with their assigned Financial Aid Advisor for assistance with the appeal process.

## Approved Appeals

If a student's appeal is approved, they will be placed on an Academic Plan concerning the reason for their suspension. The following are the terms of all suspended students based on status: **Qualitative and Quantitative Appeals**

All qualitative and quantitative appeals require the student to complete all aspects of the appeal form associated with their type of suspension. In addition, the following standards are applied:

- **Completion Rate Suspension:** Approved students with this status must earn at least a 2.0 and complete 100% of their coursework each term or their plan is terminated.
- **GPA Suspension:** Approved students with this status must earn at least a 2.5 and complete at least 75% of their coursework each term or their plan is terminated.
- **Completion and GPA Suspension:** Approved students with this status must earn at least a 2.5 and complete 100% of their coursework each term or their plan is terminated.

Students, if reaching Maximum Time Frame on this Academic Plan, are required to appeal under Maximum Time Frame standards and if approved, a new Academic Plan is created.

### *Max Time Frame Appeals*



take the credit hours at another institution if Durham Tech accepts the transfer hours. After the student completes this semester (or semesters), they must submit an appeal form to the Financial Aid office so their progress can be reevaluated