

SATISFACTORY PROGRESS POLICY

Students in Certificate Programs

Satisfactory Progress compliance insures that a student will:

1. Graduate within the maximum allowed amount of time.
2. Maintain the minimum requirements to remain in school.
3. Be entitled to receive federal aid (grants and/or loans) at each disbursement.

Satisfactory Progress is measured in two ways:

- **Qualitative** – in terms of quality of work
- **Quantitative** – in terms of cumulative clock hours

QUALITATIVE PROGRESS (CGPA)

A student must maintain a Cumulative Grade Point Average (C.G.P.A.) of at least 2.0.

- The effects of course withdrawals or repeated courses on CGPA are stated in the Catalog.
- Incomplete courses will be treated as hours not completed for these calculations. If the student subsequently completes an incomplete course, he or she may request a recalculation from the Financial Aid Office of the percentage completed.
- New or transfer students will be considered to be making Satisfactory Progress for the first term.
- Readmitted students will be treated as transfer students for one term.
- Readmitted students with a prior Satisfactory Progress suspension from Methodist College, see below.

Probation and Suspension

Students not attaining CGPA of a minimum 2.0 at the end of each term will be placed on probation for the next term that they are enrolled. Students will be eligible to receive financial aid for the probationary term. At the end of the probationary period, a minimum CGPA 2.0 must be attained. **Students not achieving a minimum 2.0 by the end of the probationary term will be suspended from receiving financial aid.**

An Exception to the Probation Policy

Federal regulations require a student to attain minimum CGPA of 2.0 at the end of the 4th term. A term is counted regardless of the number of clock hours enrolled. **If the student does not have a minimum CGPA of 2.0 by this point, he or she will not be given a probationary period and the student will no longer be eligible for financial aid.**

QUANTITATIVE PROGRESS

Federal regulations require that no more than 150% of the total clock hours in their program are eligible for Federal financial aid.

To ensure that the student does not receive federal financial aid over this amount, students will be measured incrementally at the end of each term they have completed. Students must complete 66 percent of the *scheduled* clock hours less transfer hours for each term in order to maintain satisfactory progress. Review of the student's progress will be made at the end of each term. To remain eligible for federal financial aid, the students must meet the minimum clock hours during the respective term:

An example of Calculating 66 Percent of Clock Hours of each Enrollment Period Where Financial Aid Has been Earned assuming no transfer hours

	Term I	Term II	Term III	Term IV
Medical Assistant	133	133	133	220

By following the above schedule, students ensure that they will complete their programs within their scheduled contract time. The number of hours that a student can accumulate far exceeds this minimum requirement when attending on a regular daily basis. Only students who qualify and maintain satisfactory progress are eligible to receive Title IV assistance. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress at the time of each scheduled disbursement as outlined on the Disbursement Schedule.

Excused Absences

Excused absences must be made up.

Suspension

Failure to attain the minimum clock hours at the end of the term will result in the student's suspension from federal financial aid. No probationary period will be granted. The student will be notified in writing of his/her suspension. The student will not be eligible for federal financial aid.

REINSTATEMENT AFTER SUSPENSION

Students must correct the problem that resulted in the suspension in order to reinstate their eligibility.

- Students that have been suspended because of a QGPA below a 2.0 may reinstate their eligibility by completing coursework and achieving a minimum QGPA 2.0 or greater.
- Students that have been suspended for failure to complete a minimum 66 percent of attempted clock hours must complete at least 200 clock hours (need not be taken in one semester) without financial aid and must complete at least 66 percent of the of the clock hours attempted.

A student re-establishing their financial aid eligibility may be paid financial aid after the period in which he or she re-establishes satisfactory progress, but not during the period(s) when the student was attempting to re-establish satisfactory progress. Example: During the Term I, the student is establishing eligibility for financial aid and is not receiving financial aid. After attaining the above criteria, the student is eligible to receive financial aid during the following period, which would be Term II.

A student that has been suspended from Title IV financial aid eligibility and has withdrawn from Methodist College and has re-applied and been accepted into a program at Methodist College; will be placed on a one term probation. At the end of the probation period, the student must

- achieve at least a 2.0 QGPA and
- complete 66% of the attempted courses.

A student achieving this goal will be reinstated for financial aid for the following term. During this probationary period, the student will be eligible for financial aid. A student not achieving this goal will be suspended from further financial aid.

APPEALS

A student may appeal the decision based on these mitigating circumstances:

1. Injury or illness to the student.
2. Death of a relative.
3. Undue hardship as a result of special circumstances.

Appeals to this policy may be made in writing to the Appeals Committee. The Committee's decision may be appealed to the Vice-President of Student Affairs or (in the case of an advising conflict), the Dean of Students; whose decision is final.

(Revised May/2008)