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| Financial Aid & Satisfactory Academic Progress Policy |  |

**Original Date: August 4th, 2019 Glocal Institute, Inc.**

# PURPOSE

 Federal regulations require that all students who receive any financial aid meet federal academic progress standards while taking courses toward a degree or certificate program. This policy applies to all terms of enrolment, even if not receiving federal aid. Academic progress is measured both by cumulative grade point average and by course grades.

# SCOPE

All students enrolled in a course at Glocal Institute, Inc.

# POLICY STATEMENT

 The financial aid office checks student academic progress after completion of each term.

 Academic Progress Standards:

1. Completion Rate (70% Rule): Students must receive a satisfactory grade in courses attempted by completing at least 70% of the points for which they are enrolled. This percentage is calculated by dividing the number of points earned by the number of points attempted for the program. All withdrawals, failures and incompletes are counted as attempted, but not earned points.

Exception to the 70% Rule: It is important to note that this completion rule applies to Title IV financial aid. However, specific grant and scholarship aid programs may mandate a higher completion rate.

1. Cumulative GPA Minimum Requirements (GPA Rule): The school has established the following cumulative grade point average (GPA) standards - 4.0 or A (90-100%); 3.0 or B (80-89%); 2.0 or C (70-79%). If a student’s cumulative GPA falls below a 2.0 or C standard, s/he will fail to meet the school’s academic progress standards.

1. Each student enrols in a program with a set curriculum of courses to be taken each term; students may withdraw and then repeat a course 1x only due to an urgent life or family situation.

1. Any student who fails to meet the Academic Progress Standards listed above will be placed on Academic Warning at the end of the class by the Administrator. If a student on Academic Warning achieves a cumulative 2.0 grade point average or higher at the conclusion of the term, the Administrator will remove the student from Academic Warning status.
2. If a student on Academic Warning fails to meet Academic Progress Standards at the conclusion of any subsequent semester, s/he will be placed on academic leave from the school. Appeal of Satisfactory Academic Progress Decisions Students who faced mitigating circumstances that may have affected their academic progress may appeal a satisfactory academic progress decision. Mitigating circumstances include: experiencing a serious illness or accident; the death, accident or serious illness of an immediate family member; or other mitigating circumstances beyond the student’s control.

Poor time management, feeling “unprepared for school,” or other circumstances that are in a student’s control will not be accepted as mitigating circumstances. To appeal, a student must complete the Satisfactory Academic Progress Appeal Form, provide acceptable supporting documentation, and complete all required steps outlined on the form.

Students may submit a letter of appeal regarding the decision of the Administrator who will submit it to the Educational Consultant for review & whose decision will be considered final. If a student’s appeal is approved, in order to continue receiving student aid the student must develop (with the Administrator) and follow an academic plan while successfully meeting the school’s Cumulative GPA Minimum Requirements and Course Grade Requirements.

Failure to follow the plan and successfully meet the school’s stated requirements will result in enrolment termination. Regaining Financial Aid Eligibility, if a student does not meet satisfactory academic progress requirements but continues to meet the school’s Cumulative GPA Minimum Requirements and Course Grade Requirements, s/he may continue his enrolment at the school without federal or state financial aid assistance. At the end of the semester and/or the year, the school will review the student’s academic progress and, if all progress requirements are met, the student’s financial aid eligibility will be reinstated for subsequent semesters.

# APPROVAL AND REVIEW DETAILS

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| **Approval and Review** | **Details** |
| Approval Authority | 8/4/19 |
| Advisory Committee to Approval Authority | 8/4/19 |
| Administrator | 8/4/19; 3/30/2021, 3/29/24 |
| Next Review Date | 4/1/2025 |