

20-21 SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal Regulations require students receiving Federal Pell Grant, Federal SEOG, Federal Work Study or Federal Direct Loans to be making Satisfactory Academic Progress.

This progress is measured according to the following three factors:

- Cumulative/Career grade point average (GPA)
- Cumulative/Career completion rate (CR)
- Maximum Time Frame (MTF) allowed for completing a certificate or degree

All Financial Aid recipients are reviewed for SAP at the end of each payment period, including students enrolled in Certificate Programs.

Generally, all periods of the student's enrollment count when evaluating SAP, even periods in which the student did not receive Federal Financial Aid.

Students will be notified by e-mail and by postal mail for Warning and Denial statuses.

Good Standing: Students maintaining the following *minimum* criteria will be considered in Good Standing for Federal Financial Aid Purposes:

- 2.0 Cumulative/Career **GPA**
- 67% Cumulative/Career **CR**
- students must also be below the **MTF** allowed (see below)

GPA/CR: Cumulative/career credits completed/earned versus cumulative/career credits attempted are used for the CR calculation.

Example: 20 credits completed/earned divide by 40 credits attempted = 50% CR.

Warning: Will occur when a student does not meet the cumulative/career GPA or CR standards. The Financial Aid Warning status lasts for one payment period during which the student may continue to receive Federal Financial Aid.

- At the end of the Warning Semester if the student meets the 2.0 cumulative/career GPA and 67% cumulative/career CR they will be placed back to **Good Standing**.
- Students that do not meet the 2.0 cumulative/career GPA and/or the 67% cumulative/career CR, will be placed on **Financial Aid Denial**.

Denial: Students placed on Financial Aid Denial are not eligible for any type of Federal Financial Aid including loans.

GPA/CR

- Student did not meet the requirements of Financial Aid Warning.
- Failure to complete at least one credit hour for the first semester at CCCC resulting in 0 cumulative/career GPA and 0% cumulative/career CR.

- Transfer students, with no academic history at CCCC, who failed to complete at least one credit hour at all previous colleges resulting in 0 cumulative/career GPA and 0% cumulative/career CR.

Maximum Time Frame:

- Student is not on pace to complete their program requirements within 150% of the published program length.

Example: 62 hour degree X 150% program length = 93 maximum attempted hours

Example: 16 hour certificate X 150% program length = 24 maximum attempted hours

- If enrolled in an Associate Degree Program along with Certificate(s), MTF will be calculated on the longest program length
- Associate Degree Conferred by Registrar

Reinstatement: Students on Denial of Federal Financial Aid may be reinstated in the following manners:

Self-Reinstatement for GPA/CR

If an appeal is not submitted or not approved a student must:

- Meet the minimum standards for **Good Standing** with a 2.0 cumulative/career GPA and 67% cumulative/career CR.
- Students who meet this requirement will have their Federal Financial Aid reinstated upon **written request**.
- It is the student's responsibility to report all grade changes to the Financial Aid Office.

SAP Appeal: Students placed on Financial Aid Denial have the right to appeal if they feel they have unusual circumstances that warrant an exception to policy. The appeal process is available to any student placed on Financial Aid Denial that has specific extenuating circumstances which prevented the student from maintaining SAP.

Appeal forms are available on CCCC's website or in the Financial Aid Office and should be submitted with all required documentation to the Financial Aid Office. Appeals submitted without required documentation will be pending until all document(s) are received.

SAP Appeal Deadline: Appeals for each term needs to be received by the Financial Aid Office by the last day to drop a course for the term for which the appeal is being submitted. For late filing FAFSA students the appeal needs to be received by the Financial Aid Office within 10 business days from the date of the SAP Denial letter to the student. On a case-by-case basis, the Assistant Director of Financial Aid may make an exception to this deadline.

SAP Appeal Review: Appeals will be reviewed on a case-by-case basis taking into consideration the student's extenuating circumstances and by using a SAP Matrix score. The student's prior academic and financial aid history will be evaluated. The SAP Matrix

score will determine if further review by the SAP Appeal Committee is warranted. The SAP Appeal Committee consists of Financial Aid and Advising personnel.

SAP Appeal Results

Student will be notified via e-mail and postal mail of the results of SAP Appeal Review.

If the SAP Appeal is **Denied**, self-reinstatement must occur as referenced in the SAP Policy.

If the SAP Appeal is **Approved**, the student's financial aid eligibility is reinstated and the student is placed on **Probation with an Academic Plan**.

Probation with an Academic Plan:

- Academic Plans are individualized and will be consistent with degree audits.
- The Academic Plan may take to the student to degree completion or until the student meets the minimum SAP requirements.
- Enrollment in courses not required for the student's degree or certificate are not allowed and will immediately make the student ineligible for Federal Financial Aid.
- Students that change their degree while on an Academic Plan must notify the Assistant Director of Financial Aid and complete a Change of Degree form to update their Academic Plan. Failure to do so will result in the student being placed back on Denial for failure to meet the Academic Plan terms.
- Student must maintain **semester** 2.0 GPA and 67% CR unless otherwise specified by the SAP appeal committee.
- The Financial Aid Office will monitor Academic Plans throughout the semester to confirm the student is on track to meet the requirements of the Academic Plan;
- Academic Plans are reviewed at the end of each payment period. Changes to the Academic Plan requirements can be made at the end of a payment period should the situation arise based on student academic progress/performance.
- If Academic Plan requirements are not met the student will be placed back on Financial Aid Denial and the Academic Plan will be terminated.
- If placed on an Academic Plan and the student does not enroll in the term appeal was approved for, the Academic Plan will be valid for the academic year.
- If the student does not enroll for the current academic year the Academic Plan will be voided and the student will be required to complete a new SAP appeal for the next academic year.
- Exceptions to the Academic Plan policy may be made on a case by case basis.

Additional conditions of the Approved Appeal may be imposed at the discretion of the SAP Appeal Committee. Such conditions include, but are not limited to, limitations on

Financial Aid enrollment status or a specific grade to be earned in a particular course. All decisions made during the SAP Appeal Review process are final.

Other Financial Aid SAP Guidelines

Only the courses required to complete the student's declared program of study are eligible for Federal Financial Aid.

A student who completes the academic requirements for a program but does not yet have the degree or certificate conferred is not eligible for further additional Federal Financial Aid funds for that program.

Audit hours are **NOT** considered for Federal Financial Aid and will not be included in FA Eligible Hours.

Change of Degrees: Students may change their Program, Degree or Field of Study and all coursework taken by the student will be included in hours attempted and hours earned.

Passing grades are considered attempted and completed/earned.

- Passing Grades include: A, B, C, D, and P

Non-passing grades are considered attempted but not completed/earned.

- Non-Passing Grades include: F, W, NP, I, AU, WIP, XF, and WA

If an "I" grade is changed to an "A", "B", "C", or "D", it is the student's responsibility to notify the Financial Aid Office and provide verification of the completion.

Developmental Courses: For Financial Aid purposes, GPA's are calculated to include development classes. Once a student has attempted 30 developmental credit hours (whether or not they received Federal Financial Aid for those hours) any additional developmental hours cannot be counted in the student's enrollment status.

Repeated Coursework: Repeated courses will affect the student's pace for completion.

- Non-Passed Courses: a student may repeat a non-passed course until it is passed.
- Passed Courses: a student may only repeat a previously passed course once and have the course count towards their Financial Aid enrollment status.

Transfer Students: Transfer credits will be counted as both credits attempted and credits completed/earned.

SAP Policy will be effective November 1, 2017 for SAP calculations for the Spring 2018 semester and for students who have a first ISIR received by CCC on or after November 1, 2017.

The Financial Aid Office has implemented the following processes to provide internal control over the satisfactory academic progress:

- At the end of each payment period the SAP calculation will be generated from the college wide computer system.

- Reports will be generated to determine the warning students, denial students and student who are not on pace to complete their program within 150% of the program length.

Document tracking control in the PowerFAIDS system is utilized to help track these students to ensure all proper documentation is received and reviewed before any Financial Aid Funds are disbursed.