



## Standards of Academic Progress

Federal regulations require the College to establish and apply reasonable Standards of Satisfactory Academic Progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The programs subject to this rule include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Work-Study, Federal Perkins Loans, Federal Stafford Loans (Subsidized and Unsubsidized), Federal PLUS (Parent) loans, and some State aid. Failure to meet the requirements of satisfactory progress and academic good standing will result in the suspension of financial aid eligibility.

**Satisfactory progress is reviewed annually at the end of the Spring Semester.** All periods of the student's enrollment are counted, including periods in which the student did not receive Federal Financial Assistance. Transfer credit hours must also be counted to determine the number of credits the College accepts to use towards the student's degree or eligible certificate program. EAP courses and up to 30 remedial credits are excluded from the 150% calculation. Both EAP and remedial courses count in the GPA and 67% calculations.

The Satisfactory Academic Progress Policy includes two components:

**QUALITATIVE (GPA)** – The qualitative standards consist of the grade point average necessary to meet academic progress towards program completion. The chart below shows the required minimum GPA based on the total annual credits attempted.

### Required Minimum GPA

Credit Hours Attempted	Required Cumulative GPA
1-29.9	1.7 or greater
30-44.9	1.8 or greater
45- or more	2.0 or greater

### Eligibility Status

Students who have attempted from 1 to 29.9 Credits, and earned less than 1.7 GPA or less than 67% Completion	<b>WARNING</b>
Students whose completion rate is between 67% and 75%	
Students approaching the 150% Rule limit (over 100%)	
Students who have attempted: 30-44.9 credits and GPA is less than 1.8 45 or more credits and GPA is less than 2.0	<b>INELIGIBLE</b>
Students with Completion Rate violation Less than 67% completion rate and 30 or more credits	
Students with 150% Rule violation	

**QUANTITATIVE STANDARDS (Annual Completion Rate and Maximum Time Frame)** - The quantitative standards measure the **annual** completion rate as well as the **total** courses attempted overall. You must complete 67% of all courses attempted in the academic year and your financial aid eligibility is limited to 150% of the credits required to complete a degree.

**Credit Hour Annual Completion Rate (67% Rule)** - You must successfully complete 67 % of all attempted credits each academic year (**Summer, Fall and Spring**) to meet academic progress. The chart below shows how the credit hours attempted are measured to determine Completion Rate (attempted credits X 67% = required credits).

Attempted Credits	Required Completion Rate
12	8 credits
15	10 credits
18	12 credits
21	14 credits
24	16 credits
27	18 credits
30	20 credits

**Maximum Time Frame** - The maximum time frame for students to complete their academic program may not exceed 150% of the published length of the program, measured in academic years. For example, if the published length of an AA or AS degree program is 60 credit hours, the maximum period to receive Financial Aid may not exceed 72 (60 X 1.5 = 90) attempted credit hours. The chart below shows the maximum number of credit hours allowed for completion of a program of studies. Students who have reached the maximum time frame will become ineligible for financial aid.

### Classification

### Time Frame Allowed

AA, AS, AAS = 60 credits      90 credits (including transferred credits)  
 BS = 120 credits      180 credits (including AA, AS, AAS credits)

### **Additional Standards of Academic Progress Requirements and Information:**

- Students must be enrolled in an approved academic degree or certificate program.
- Attempted credit hours include all courses for which a student is registered as of the end of the drop/add period.
- The following grades are used to calculate the cumulative GPA: A, B, C, D, F, and U.
- The following grades are counted as attempted credit hours when calculating completion rate but will not count as earned credits: F, U and W.
- The following grades do not affect the cumulative GPA, but will be counted as attempted credit hours (in the maximum time frame determination): I, X, S, P and NR, and all withdrawals (or their equivalents from transferring institutions).
- Exclusion of GPA consideration for courses approved under the College's Academic Amnesty policy does not apply to the Satisfactory Academic Progress requirements for Federal Financial Aid eligibility. The only exception is if the College accepts the highest or most recent grade for the same course taken, and only the quantitative (GPA) measurement is considered.
- There is a 30 credit hour maximum limit for remedial courses.
- Remedial and Repeat courses are eligible for Financial Aid as follows: the courses are required by the student's selected academic program, the hours do not exceed the maximum number of credits allowed, and the student is otherwise maintaining Satisfactory Academic Progress (including the maximum time-frame policy).
- Students wishing to change their academic degree programs may be allowed additional credits to complete the new academic program, upon appeal by the student. Changing of academic programs more than once will not be considered as the basis for an appeal.
- In-Program Course Requirement – Only courses applicable to the student's degree program are considered to be financial aid eligible.
- Satisfactory progress is determined at the end of the SPRING Term. If determined not to be making satisfactory academic progress, the student is not eligible to receive the summer funds (unless an appeal is approved).
- All transfer credits that apply towards the current program will be counted.

### **APPEAL PROCESS:**

To petition the reinstatement of Federal Financial Aid, submit the following:

- Request for Financial Aid Reinstatement Form
- Degree Audit
- Supporting Documentation
- Individualized Education Plan

The Campus Financial Aid Review Committee shall review and validate the documentation attached, to determine if the student has met the conditions for reinstatement, or if extenuating circumstances of the students should be taken into consideration for reinstatement.

The Campus Financial Aid Director will mail the decision to the student within 30 days of the receipt of the student's request for reinstatement.

Students, whose eligibility for Federal Financial Aid is approved for reinstatement by the Campus Review Committee, will be awarded effective with the academic term for which the reinstatement is requested, if funds are still available for the current academic term/year. Approval will not be retroactive to prior terms. All costs of attendance incurred during the period of time the student was suspended are the sole responsibility of the student.

**FINAL APPEAL:** If the student's Request for Reinstatement is denied by the Campus Review Committee, the student may submit a Request to Appeal letter, to the Campus Financial Aid Director, at the campus of attendance, clearly stating why further consideration should be given to their request,. The Appeal will be reviewed by the Campus Financial Aid Director (or designee). The decision of the Campus Financial Aid Director is final.

Effective: 2007-08 Academic Year