

# SATISFACTORY ACADEMIC PROGRESS

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*Revision:*

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## **Satisfactory Academic Progress**

Any student receiving Federal Student Financial Aid at Craven Community College (CCC) must maintain satisfactory academic progress in the course of study they are pursuing in order to continue receiving aid. CCC's satisfactory academic progress (SAP) requirements are:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Pass two-thirds (67%) of the cumulative course work attempted. Course work attempted includes withdrawals, automatic withdrawals, incompletes, developmental hours and repeated courses. Courses taken at another institution do not count toward courses attempted or passed.
3. Complete degree requirements within 150% of the published program length for a full-time student. For example, a student in the college transfer curriculums must complete the degree by the time they have attempted 96 credit hours (64 x 150%). Transfer courses from other colleges are included in the hours attempted. Students who exceed this maximum time frame will not be eligible for any further aid.

Satisfactory academic progress requirements will be monitored at the end of each semester.

## **Financial Aid Warning Period**

Students who do not meet the requirements in (1) or (2) above will be placed on warning and notified of their status via their college email account by the Financial Aid Office. Students may continue to receive financial aid while on warning.

Continued eligibility for aid is determined at the end of the warning term. Students who do not meet the requirements in (1) or (2) above will be placed on *Financial Aid Suspension* and financial aid will be terminated until the requirements are met. Students cannot receive funds from any financial aid program while on financial aid suspension.

## **Appeal Process**

A student may appeal financial aid suspension in the case of extenuating circumstances. Appeals generally will be considered when the student has experienced: 1) an extended illness or hospitalization; 2) an accident which incapacitates the student; 3) an extended illness of an immediate family member which results in greater family responsibilities for the student; or 4) a grade change.

The procedure for an appeal is as follows:

1. The student must complete the Satisfactory Academic Progress Appeals form with their advisor and submit to the Director of Financial Aid. Documentation from the student's advisor, family physician or others involved in the situation is required to support the appeal.
2. An Appeals Committee will review the SAP Appeals form and reconsider extenuating circumstances to determine whether reinstatement of aid is justified and will notify the student in writing of the decision. The Appeals Committee will meet several times each semester as needed.

### Reinstatement of Aid After Suspension

If a student's aid is reinstated after suspension, then the student is placed on probation. Students may continue to receive aid each semester even if the cumulative satisfactory progress requirements are not met as long as the following conditions are met:

- GPA must be a 2.5 or better for semester if cumulative GPA is below 2.0.
- The student has not attempted the maximum number of hours (150% of the published program length); the student must earn passing grades in all attempted hours each semester or its equivalent, which is two short sessions. A short session is one-half the length of a full semester.
- All CCC courses attempted, developmental, repeated and/or completed (all grades including F, AW, W, and I) in the student's program of student will be assessed each semester. **Note: For financial aid purposes, a) students cannot receive financial aid for audited classes and credit by exams and these classes are not counted as hours attempted;** b) classes dropped during the "drop/add period" are excluded from financial aid satisfactory progress determinations; c) when a student enrolls in a class and subsequently switches to another section of the same class, that class is not counted twice when computing the hours attempted.
- Financial aid may not be used to preregister while on probation or warning.
- A student who fails to adhere to these conditions will be terminated. Students who are terminated will not be allowed to re-appeal.
- The financial aid administrator will notify students of their status via the student's college email account when placed on probation or suspension. However, it is ultimately the student's responsibility to track his/her progress.

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