

**SATISFACTORY ACADEMIC PROGRESS –
FEDERAL FINANCIAL AID**

*Related Board of Trustees Policy: BP 3.1
OPR: Vice President for Students
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SATISFACTORY ACADEMIC PROGRESS – FEDERAL FINANCIAL AID

Students receiving Federal Student Financial Aid at Craven Community College must maintain satisfactory academic progress (SAP) in the course of study they are pursuing in order to continue receiving aid. SAP requirements are evaluated at the end of each semester.

Students are responsible for tracking their own SAP status via the College’s Web Advisor Self Service website.

To satisfy SAP requirements, a student must:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Pass two-thirds (66.67%) of cumulative course work attempted. This calculation includes course withdrawals, automatic course withdrawals, incomplete courses, and repeated courses, as well as developmental course work and courses taken at other institutions.
3. Complete degree requirements within 150% of the published program (credit hour) length. For example, a student must complete a 64 credit hour transfer degree program having attempted no more than 96 credit hours (64 x 150%). Developmental courses do not count towards the 150% maximum. This calculation yields two cases:
 - The student has exceeded the 150% threshold. In this case, the student is permanently ineligible to receive further Federal Student Financial Aid
 - The student is projected to exceed the 150% threshold; that is, the total credit hours attempted to date plus the program credit hours remaining exceed the 150% threshold. In this case, the student is placed on Financial Aid Suspension.

Financial Aid Warning

When a student fails to meet SAP requirement 1 or 2, the student is placed on “Financial Aid Warning.”

- The student is notified in writing of the warning (via student email) and the potential for the future loss of financial aid benefits
- Student remains eligible to receive financial aid benefits for the forthcoming semester
- Student is removed from warning status if the student meets SAP requirements the following semester

- Student may be subject to enrollment limitations, academic counseling requirements, or other conditions as described by College Policies and Procedures, College Catalog, or Program Handbook(s)

Financial Aid Suspension

When a student subsequently fails to meet SAP requirements **1** or **2** while on Financial Aid Warning, or fails to meet SAP requirement **3** (projected to exceed 150% threshold), the student is placed on “Financial Aid Suspension.”

- The student is notified in writing of the suspension (via student email)
- Student is not eligible to receive any financial aid benefits while in suspension status
- Student is removed from suspension upon meeting SAP requirements as calculated at the end of a subsequent semester
- Student may subject to enrollment limitations, academic counseling requirements, or other conditions as described by College Policies and Procedures, College Catalog, or Program Handbook(s)

Financial Aid Suspension Appeal

A student may appeal suspension by meeting with an academic advisor and financial advisor and completing the Financial Aid Suspension Appeal form.

The Executive Director of Financial Aid will convene a committee, consisting of five College faculty and staff, to review the student’s appeal. Based on the information provided by the student, the committee may decide to either:

- Affirm the Financial Aid Suspension
- Place the student on Financial Aid Probation

The decision of the committee is final and not subject to further appeal. The student is notified in writing of the decision (via student email).

Financial Aid Probation

A student is placed on Financial Aid Probation when, in the judgment of the committee, the student’s specific circumstances justify continuation of financial aid, despite the student not meeting all SAP requirements. While on financial aid probation, the student is expected to make substantial progress towards meeting SAP requirements, subject to the following conditions:

- When probation is the result of cumulative GPA being less than 2.0, the student must attain, each semester, a semester GPA of 2.5
- When probation is the result of not having passed two thirds of attempted coursework, the student may not withdraw from any class
- When the probation is the result of being projected to exceed the 150% threshold, the student may not repeat any courses on the education plan (each course may be attempted only once)
- While on probation, the student must attain a passing grade on all attempted courses

- While on probation, the student may pre-register for the next semester, however, financial aid will not be available for these courses until the end of the current semester following confirmation all SAP requirements have been achieved
- Student may be subject to enrollment limitations, academic counseling requirements, or other conditions as described by College Policies and Procedures, College Catalog, or Program Handbook(s)

A student that fails to meet all conditions of probation will be returned to Financial Aid Suspension and is not eligible for further appeal.

Additional Notes

- Students do not receive Federal Financial Aid for audited classes and credit-by-exam. These courses are not included in the SAP calculation for course hours attempted
- Courses dropped during the drop/add period are not included in any SAP requirements calculations
- Courses where a student transfers from one section to another are counted as one course attempted

Associated Form

- 3.1.4a. *Student Appeal – Satisfactory Academic Progress*

STUDENT APPEAL – Satisfactory Academic Progress

Students should refer to College Procedure 3.1.4, "Satisfactory Academic Progress – Federal Financial Aid," which describes the steps taken to appeal a Financial Aid Suspension.

STUDENT INFORMATION

Student Name: _____ Student ID: _____

Phone Number: _____ Date of Appeal: _____ Term of Appeal: _____

REASON FOR FINANCIAL AID SUSPENSION

Check all that apply.

- Grade Point Average 2/3 Completion Rate 150% Maximum Timeframe

STUDENT INSTRUCTIONS

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas:

- 1) Maintain a minimum cumulative GPA of a 2.0 or above,
- 2) Pass at least two-thirds (66.67%) of registered coursework attempted
- 3) Complete an academic program of study within the maximum timeframe of 150% of the program's published length.

The timeframe begins with the first term of enrollment and continues until the student completes the program of study. All terms are counted, even those where the student did not receive financial aid. A student's progression is evaluated at the end of each term.

When a student's failure to meet one or more SAP requirements is the result of events beyond the student's control, the student may submit an appeal of Financial Aid Suspension, on the basis of "mitigating circumstances," using this form and by providing appropriate documentation for consideration.

APPEAL JUSTIFICATION

Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Serious student illness or injury | <input type="checkbox"/> Serious illness, injury, or death of family member |
| <input type="checkbox"/> Military reassignment or deployment | <input type="checkbox"/> Homelessness |
| <input type="checkbox"/> Retraining following job loss or layoff | <input type="checkbox"/> Natural disaster |
| <input type="checkbox"/> Significant life trauma affecting student emotional or physical health | |
| <input type="checkbox"/> Other (describe): _____ | |

STUDENT NARRATIVE

Attach to this form a typed letter describing the specific circumstances justifying the appeal. Also attach all supporting documentation.

Examples of documentation include: Doctor's letter supporting onset of illness, death certificate or obituary for family member, DD214 or orders showing military reassignment/deployment, employer letter stating date and reason for layoff, unemployment office letter offering retraining (TRA benefits letter), etc. Appeals submitted without all required documentation will be denied.

The letter must include the following:

- The specific circumstances that resulted in your failure to maintain Satisfactory Academic Progress
- The changes in circumstances that will allow student to regain Satisfactory Academic Progress if the appeal is approved.
- The student's educational goals associated with completing the program of study.

EDUCATION PLAN

*Student must meet with an academic advisor to complete a revised education plan.
List all remaining courses required for program completion.*

Course Number & Name	Credit Hours	Course Number & Name	Credit Hours

Major: Anticipated Graduation Term:

Advisor Name: Signature:

STUDENT CERTIFICATION

I certify the information submitted is true and correct to the best of my knowledge. I understand that the decision of the appeal committee is final. If my appeal is approved, I acknowledge that I will be required to attend mandatory tutoring and advising sessions while on Financial Aid Probation caused by not achieving GPA or 2/3 completion requirements.

Student Signature: Date:

FOR COLLEGE USE ONLY

APPEAL DECISION

APPROVED. Student is placed on FINANCIAL AID PROBATION.

Revised education plan expires at the end of the term or upon having attempted credit hours, whichever comes first. If the student has not attained SAP upon expiration, student will be returned to Financial Aid Suspension Status.

DENIED. Student remains on Financial Aid Suspension. This decision is final.

APPEAL DECISION NARRATIVE

(Provide amplifying information of appeal review. Attach additional pages as needed.)

OFA Signature: Date: