

**SATISFACTORY ACADEMIC PROGRESS –  
FEDERAL FINANCIAL AID**

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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*