



Administrative Policy

Policy Type:	Satisfactory Academic Progress
Policy Number:	2903
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Review Cycle:	Biennially
Date Last Reviewed:	3/6/2019
Office Responsible:	Financial Aid
Reviewing Committee:	Customer Focused
Related Policies:	NA
Related Laws:	Title IV – Federal Student Aid

Policy Summary:

Federal regulations require students to make Satisfactory Academic Progress (SAP) toward the completion of a Certificate, Associate Degree, or Bachelor Degree to be eligible for continuing financial aid. The purpose of this policy is to establish standards for SAP for students receiving financial aid. The policy establishes the scope of applicability, the definition of “good academic standing,” and sets forth the standards for student appeal of the policy.

Policy Statement

To be eligible for Title IV aid, institutional awards, and other state and local financial aid programs a student must maintain SAP. The Financial Aid Office will monitor your academic progress at the end of each semester (Fall, Winter, and Spring/Summer). All course work posted to your JC transcript will be reviewed. This includes but is not limited to: all classes attempted at JC; all transfer credits; course work attempted when no financial aid was received; and courses taken in pursuit of a second degree. To maintain eligibility for financial aid, three distinct criteria are monitored and must be met. (Please note: academic credit must be earned each semester).

1. Qualitative Standard: Students must maintain a 2.0 cumulative grade point average (GPA).
2. Quantitative Standard: Students must pass a minimum of 67% of all attempted credits at JC (including transfer credits).
3. Maximum Time Frame Standard: The number of attempted credits in which a student is expected to finish a program cannot exceed 150% of the published length of the program. Total credit hour limits apply whether or not the student has actually received financial aid for the entire time at JC. Transfer credits from previous schools count toward credit hour limits. Students exceeding these credit hour maximums will not be eligible for additional semesters of financial aid. This maximum time-frame standard is intended to be long enough to allow for changes in a major, loss of credit due to transfer, withdrawn coursework, etc.

For instance, if the published length of an academic program is 60 credit hours, the maximum time frame during which the student will be eligible to receive financial aid must not exceed 90* credit hours, note this will include any accepted transfer hours and military credits.

**60 credit hours X 150% = 90 credit hours.*

The Financial Aid office shall establish procedures to assure review of SAP occurs in accordance with and at a frequency consistent with Federal Student Aid guidelines.

A student may request reconsideration of a financial aid denial if they are able to demonstrate special circumstances as defined in the Financial Aid Appeal.

Scope: This policy applies to all students receiving Financial Aid including students transferring to the institution who may have used financial aid at other institutions of higher education.

Definitions

Good Academic Standing - Students must achieve the following standards:

Completion of 67% of all attempted credit hours, including those for which aid was not awarded.

Maintain a minimum cumulative grade point average (GPA) of 2.00 on all attempted credit hours, including those for which aid was not awarded. Each attempt is calculated into attempted credits. Attempted credit hours include grades of:

P = Pass

W = Withdrawal

F = Fail

I = Incomplete

All other course grades (0.0 - 4.0).

SAP also requires that financial aid recipients complete their Bachelor Degree, Associate Degree or Certificate within the time frame which, by federal regulation, is 150% of the published length of the program.

Financial Aid Warning Status - Students not meeting the requirements of the SAP policy are placed on warning status for one semester (payment period). Students on warning may receive grants, loans or student employment for one semester. A new student loan may not be certified when a student is on warning status. Other forms of aid are contingent upon the requirements of those funders.

To receive financial assistance beyond the warning period, the student must achieve a minimum cumulative 2.00 grade point average and successfully complete 67% of all attempted credit hours. Warning cannot be extended beyond one semester. *[34 CFR 668.34(b)]*

Financial Aid Suspension Status - Students who do not meet SAP after the warning status period are suspended from additional financial assistance as determined by funder criteria. Students are ineligible for any Title IV assistance, including grants, work study, and loans, until, at their own expense, they have improved their cumulative grade point average and/or completion rate.

[34 CFR 668.34(b)]

Financial Aid Probation (Appeal) – Students who fail to meet SAP guidelines due to circumstances beyond their reasonable control may appeal their suspension. All appeals must be submitted to the Student Ombudsman using the Financial Aid Appeal Form. Students submitting appeals are required to state the reason(s) why they failed to meet SAP and explain what will allow them to meet SAP now. Neutral third party documentation supporting the reasons for the appeal must be attached or the appeal will not be considered.

If the appeal is granted, the student works with his/her Navigator to complete an education plan and student account contract, and aid is reinstated, the student will be placed on a probation (appeal) status and eligible to receive aid for one semester (payment period). At the end of the “probation” period, SAP is ran on the student again. If the student upheld the contract and meets the SAP 2.0 GPA and/or percent completion rate, the student will be moved to Satisfactory and financial aid is reinstated. If the student still does not meet SAP, the student must complete a student account contract and education plan to obtain aid for an additional semester. *[34 CFR 668.34(b)]*

If the appeal is denied, the Ombudsman informs the student they are denied and they should contact the Cashier Office to make payment arrangements. A student will need to pay for the classes out-of-pocket until satisfactory progress is reestablished.

If a student that doesn't meet SAP and therefore is ineligible for Title IV funding chooses not to appeal, they can pay out-of-pocket for their classes until they meet SAP conditions and are eligible to receive Title IV funding.

Mitigating circumstances to be considered may include (but are not limited to): death of an immediate family member; return to work from lay off/mandatory work schedule change; medical; call to military duty; and significant academic improvement.

Additional Standards of Academic Progress Requirements and Information:

Students must be enrolled in an eligible academic degree or certificate program.

Attempted credit hours include all courses for which a student is registered at the end of the posted semester drop/add period.

The following grades are used to calculate the cumulative GPA: 0.0-4.0.

The following grades do not affect the cumulative GPA, but will be counted as attempted credit hours in the maximum time frame calculation:

W - Withdrawal, I – incomplete, P – Pass, F - Fail.

*For incompletes, a student must obtain an incomplete contract with the professor to complete the work. Otherwise, incompletes are converted to F's at the beginning of the next semester.

**When SAP is ran the next time on the student, the incomplete conversion will be taken into account.

***Withdrawals with Exception (WX) are not included in the cumulative GPA calculation nor are they included in the pace percentage or maximum timeframe calculation.

Remedial and Repeat courses are eligible for financial aid as long as the courses are required by the student's academic program plan, or are approved by an Student Success Navigator and do not exceed the maximum number of credits allowed (20 credit hours), and the student is otherwise maintaining Satisfactory Academic Progress, including the maximum time-frame measure standard.

Repeating a course - A student may only repeat a previously passed course twice and receive financial aid. Student may repeat a failed course until it is passed (with a 0.5 or higher grade). Repeated credits count toward maximum time frame. If a student is repeating coursework and receives a higher grade than their previous attempt, the prior attempt does not affect their cumulative GPA, but will be counted as attempted credit hours in the maximum time frame/pace calculation.

Standards of Progress for VA Benefit Recipients

As required by the Veterans Administration, JC has established and monitors the following standards of progress for students receiving VA education benefits.

Veteran students may be certified for VA benefits only for courses required for their academic program and must progress at a rate that enables them to complete their program within the prescribed number of credits outlined in the JC Catalog or guide sheet.

Veteran students must have a cumulative grade point average of 2.0 and complete 67% of all attempted credits. Grades of 0.0 are considered unsatisfactory and students may be billed by the VA for repayment.

Veteran students must notify the VA certifying official immediately regarding all schedule changes.

Veteran students who have attended a college other than JC need to have official transcripts sent to the admissions office.

JC notifies students by mail when they are not in compliance with the standards of progress. JC also notifies the VA when a student is not eligible for recertification.

JC returns any unearned Tuition Assistance (TA) funds on a proportional basis through at least 60% portion of the period for which TA funds were provided.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
6/15/2011	1.0	Initial Release	J. Dorer
06/20/2012	2.0	Remove requirement for FA GPA in calculation of SAP	B. Howard
5/21/2014	3.0	Updated logo and College name	K. Cvikovic
4/28/15	4.0	Added VA SAP information	K. Cvitkovic
8/18/15	5.0	Added language to warning status	K. Cvitkovic
4/21/16	6.0	Added language to Definitions and warning status	Andrew Spohn
8/15/17	7.0	Review and Edits	Spohn
3/6/19	8.0	Added Language about Veteran Assistance	Spohn