

Title IV Satisfactory Academic Progress

Students receiving Title IV HEA federal financial aid are required to be in good academic standing and making satisfactory progress toward their program completion. These standards only apply to federal financial aid as defined below.

Federal financial aid programs at the College subject to these Satisfactory Academic Progress (SAP) standards include the Federal Pell Grant (Pell), Federal Supplemental Education Opportunity Grant (SEOG), Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work Study (FWS), Federal Perkins Loan, Federal Direct Stafford Loans and Federal Parent (PLUS) Loans.

The College is required to evaluate the progress of all students receiving federal financial aid. If a student fails to meet the College's Satisfactory Academic Progress standards, they are considered ineligible for all federal student aid.

To be considered eligible for federal financial aid, students must meet a cumulative qualitative measure (cumulative GPA), a cumulative quantitative measure (complete % of credits attempted toward program completion) and complete their program within a maximum timeframe (150% of academic program length).

Grade Point Average (Qualitative Measure)

All undergraduate students must maintain a minimum cumulative grade point average as defined in the table below. The student's cumulative GPA at the College is used for this determination.

If a student receives the Federal TEACH grant, the student may need to maintain a 3.25 cumulative GPA to continue to receive the Federal TEACH grant.

Cumulative Credit Hours Attempted	Maintaining Progress
First Semester	1.01 or greater
Through 30	1.76 or greater
Through 45	1.86 or greater
Through 60	1.96 or greater
61 or more	2.00 or greater

The cumulative GPA for undergraduate students must be at least 2.0 after a student has attempted 60 credit hours.

Graduate students must maintain a minimum cumulative GPA of 3.0.

Pace of Progress (Quantitative Measure)

All undergraduate students must complete a percentage of the credits they register for at the College as defined in the table below.

Cumulative Credit Hours Attempted	Maintaining Progress
0-30	> 50% completed
31-60	> 50% completed
61-90	> 67% completed
> 90	> 67% completed

Graduate students must successfully have completed at least 67% of the cumulative credits they have attempted as determined at the end of each semester.

Grades

Only credit hours successfully completed with a passing grade will count as completed credit hours. All courses with a grade of "I", "W", and "E" are considered attempted hours, but are not considered successfully completed hours. If for any reason a grade is changed, including incomplete ("I") grades, a student can ask the Financial Aid Office to reconsider their eligibility.

Repeated Courses

All repeated courses are considered attempted hours, even if their grade is not included in the cumulative GPA.

Students are only allowed to receive federal financial aid one time to repeat a course previously completed with a passing grade.

Transfer Credits

Credit hours accepted as transfer credit from a previous school, advanced placement credit, and CLEP credit will be used in the Satisfactory Academic Progress quantitative (Pace of Progress and Maximum Timeframe) measures as both attempted and completed hours.

Only grades received for courses taken at the College are included in the qualitative (GPA) measure.

Maximum Timeframe

All students receiving assistance from any Federal Title IV programs identified above may not receive financial aid to attempt more than 150% of the necessary timeframe for program completion. For most students enrolled in undergraduate degree programs at the College, federal financial aid cannot be received for more than 183 total attempted credit hours toward degree completion.

Graduate students must also complete their academic program within 150% of their academic program length.

If at some point the student is deemed mathematically unable to complete their current academic program in the maximum timeframe allowed, they will be determined ineligible for federal financial aid.

Maximum Pell Semesters

Beginning July 1, 2012 students may receive a maximum of 12 fulltime (or fulltime equivalent) semesters of Pell Grant awards. This includes all Pell Grant awards a student has ever received, not only awards received at the College. Students can view your maximum Pell Grant lifetime eligibility at www.nslds.ed.gov.

Maximum Subsidized Loan Semesters

Beginning July 1, 2013 students may receive a maximum of 12 fulltime (or fulltime equivalent) semesters Federal Direct Subsidized Loan. This includes all Federal Direct Subsidized Loans a student has ever received, not only awards received at the College. Students can view your maximum Federal Direct Subsidized Loans lifetime eligibility at www.nslds.ed.gov.

Satisfactory Academic Progress Review Process

Academic records for all federal financial aid recipients are reviewed at the end of each term the student attends, including summer. The Satisfactory Academic Progress evaluation looks at the student's entire College academic record, including transfer credits, regardless if the student received federal financial aid for previous terms of enrollment.

Students who fail to meet the quantitative (Pace of Program) and qualitative (GPA) measures noted above will be placed on Financial Aid Warning for the following semester. Students who are allowed to continue to attend the College should use this semester to improve their academic record. It is recommended that the student meet with their academic advisor to develop an appropriate academic plan.

Students who have reached the maximum time frame or who are determined to be mathematically ineligible to complete their program in the maximum timeframe are placed on Financial Aid Suspension and considered ineligible for federal financial aid for subsequent semesters.

Students who fail to meet Satisfactory Academic Progress standards will be notified by the Financial Aid Office after final grades for the semester are posted. This notification will include the reason the student is considered to not be making satisfactory progress and instructions, if applicable, on how to appeal the Satisfactory Academic Progress determination. Students will be given a deadline to complete the appeal process.

Financial Aid Warning

If a student is placed on Financial Aid Warning for not meeting the quantitative (Pace of Progress) or qualitative (GPA) measure for two consecutive semesters of attendance at the College, they will be placed on Financial Aid Suspension and considered ineligible for federal financial aid for the next semester they attend the College.

Financial Aid Warning does not apply to Students who have reached the maximum time frame, or who are determined to be mathematically ineligible to complete their program in the maximum timeframe.

Re-establishing Federal Financial Aid Eligibility

Students may re-establish their eligibility for federal financial aid for one semester through the appeal process or by improving their academic record to satisfy the Satisfactory Academic Progress standards.

Appeal Process

If a student is placed on Financial Aid Suspension, they will be notified of the determination and if applicable will be given instructions regarding the process to petition the Financial Aid Office for federal financial aid reinstatement based on mitigating circumstances.

As part of the appeal process, the student must explain the reason for not maintaining satisfactory progress and document the circumstances that have changed to allow future success.

This appeal process is separate from the appeal process administered by the College's Academic Division. It is very possible that students may have to appeal both their academic standing and their Title IV financial aid eligibility.

Mitigating Circumstances

Reinstatement of federal financial aid eligibility will be based on the demonstrated correction of mitigating circumstances, the documentation received, and the student's academic record. Filing an appeal **does not** guarantee reinstatement of federal financial aid eligibility. The appeal decision is final.

Examples of mitigating circumstances are:

- 1) **Medical Problems (physical or mental)** – Statement from your physician, hospital or professional counselor which indicates the duration of the illness, whether the medical or mental condition is under control and whether you are able to attend school;

- 2) **Accident/Injury** – The Police Report, statement from physician or hospital to support the date of your accident and/or injury, any medical problem(s) that resulted and whether you are able to attend school;
- 3) **Death of Family Member** – Loss of a family member must be documented; examples of documentation may include, but not limited to, an obituary, death certificate and/or death announcement;
- 4) **Military Service** – Provide military orders and discharge papers to identify the dates and status of your military duty;
- 5) **Other Mitigating Circumstances** – Clearly describe your mitigating circumstances, duration of the problem that **you** and/or your parents suffered as a result of divorce, separation, domestic violence, homelessness or any other traumatic or undue hardships. Documentation may include, but not limited to, copies of divorce or separation papers, notarized statement(s) with appropriate I.D., police reports, medical reports or letters from professional counselors and documentation indicating circumstances have improved or been resolved.

Financial Aid Probation

Financial aid probation is a status only used for Title IV financial aid eligibility. Students will be placed on Financial Aid Probation only after a successful Satisfactory Academic Progress appeal based on Mitigating Circumstances.

The student will be required to regain Satisfactory Academic Progress within one semester or successfully pursue an academic plan agreed to with the appropriate Academic Dean's Office.

Failure to regain satisfactory progress or to successfully complete the approved and agreed-to academic plan after being placed on Financial Aid Probation will result in a determination that the student is not making Satisfactory Academic Progress. The student will be placed on Financial Aid Suspension and considered ineligible for federal financial aid for subsequent terms.