

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-5130.0**

**FOR POLICY NUMBER: BP – 5130**

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for the standards of Satisfactory Academic Progress (SAP) students must achieve to maintain eligibility for federal, state, and institutional financial aid.

### **2. DEFINITIONS**

N/A

### **3. PROCEDURE**

#### **3.1 Standards of Satisfactory Academic Progress**

3.1.1 Northeast Community College (Northeast) has established minimum academic standards that students must meet to be eligible or maintain eligibility for federal, state and institutional aid, including but not limited to, grants, loans, federal work-study, institutional scholarships and waivers. The College must notify students of this procedure and monitor the progress of all students receiving financial aid to ensure continued compliance with the procedure.

3.1.2 Students who are receiving financial aid or seek to receive financial aid in the future are required to meet these minimum academic standards. Failure to meet these standards means the student is no longer eligible to receive financial aid. It is the responsibility of all students receiving financial aid to familiarize themselves with the procedure and to ensure that the standards are met.

3.1.3 Students must meet both a qualitative requirement (GPA) and a quantitative requirement (number of credit hours completed) to maintain eligibility.

#### **3.2 Enrollment Status**

3.2.1 Student status is based on the following:

3.2.1.1 Full-time (FT) – attempting twelve (12) or more credits;

3.2.1.2 Three-quarter time (TT) – attempting nine to eleven (9-11) credits;

3.2.1.3 Half-time (HT) – attempting six to eight (6-8) credits; or,

#### 3.2.1.4 Less-than-half-time (LTHT) – attempting five (5) or fewer credits.

3.2.2 For satisfactory academic progress purposes, enrollment status will include all credit hours attempted at any time during the term.

3.2.3 For financial aid awarding purposes, enrollment status is based on credit hours for which the student is enrolled as of the published date considered to be the tenth (10<sup>th</sup>) day of the term for the majority of students. Financial aid will be adjusted to reflect less-than-full-time status if the student is not registered for at least twelve (12) credit hours on that date. Financial aid will not be adjusted to reflect credit hours added after that date. Students who are registered for a class on the first (1<sup>st</sup>) day of the term but never begin attendance in that class cannot include that class in determining enrollment status for financial aid purposes. Financial aid will be adjusted if students are reported that they never started attendance in their classes.

### 3.3 Requirements

#### 3.3.1 Cumulative GPA

3.3.1.1 A student must maintain a cumulative GPA of at least 2.00.

#### 3.3.2 Pace Requirement or Completion Ratio

3.3.2.1 The pace requirement or completion ratio component of the satisfactory academic progress is measuring the pace at which a student must progress through their program of study to ensure completion within the maximum timeframe permitted and provides for a measurement of the student's progress at the end of each evaluation. Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted. To meet the pace requirement, the student's completion ratio must be sixty-seven percent (67%) or higher. Attempted credits include any course taken for credit while attending the College. Credit hours transferred in from another institution are included in both attempted and completed credits. Successfully completed credit hours include letter grades of A+, A, B+, B, C+, C, D+, D or P. Credit hours that will not count as successfully completed include letter grades of F (Fail), I (Incomplete), W (Withdrawal), AU (Audit), or credit by exam (i.e., CLEP). Repeats of successfully completed credits will be considered in the hours attempted and may be used in determining enrollment status for financial aid purposes. Title IV funds can pay for repeat coursework previously taken in a program as long as it is not a result of more than one (1) repetition of a previously passed course, or any repetition of a previously passed course due to the student failing other coursework.

#### 3.3.3 Rate of Program Completion (Maximum Time Frame)

3.3.3.1 Students are expected to complete their program of study within a reasonable time period. A student's maximum time frame is based on total credit hours attempted at the College plus any transfer credits accepted towards their program of study and the student's degree objective. These limits apply regardless of whether or not the student has received federal funding. Students are eligible to receive aid for up to one hundred and fifty percent (150%) of the published number of credit hours for a program of study (see program descriptions in the College catalog). For example, if a program of study requires seventy-eight (78) credit hours to graduate, the maximum credit limit a student could take and receive financial aid would be one hundred and seventeen (117) credit hours.

3.3.3.2 At the end of each semester, the total number of attempted credit hours will be counted to see if the maximum number of credit hours allowed for the student's program has been reached. All credit hours are counted, except for transitional and ESL classes. This includes:

3.3.3.2.1 Credit hours attempted in semesters the student did not receive financial aid.

3.3.3.2.2 Credit hours attempted prior to a program of study change if those credit hours are applicable to the new degree. A student will be allowed to change their program of study twice prior to receiving a degree. Students requesting a change of program for a third (3<sup>rd</sup>) time will be required to meet with a staff member in the Financial Aid Office and develop an academic plan prior to receiving financial aid.

3.3.3.2.3 Credit hours transferred from another institution into a student's program of study at the College.

### 3.3.4 Consequences

3.3.4.2 Financial aid warning status is assigned to a student who fails to meet one (1) or more of the SAP measures indicated above at the conclusion of a payment period. During a warning semester, the student may still receive financial aid. The student's future financial aid eligibility is dependent upon how well the student does during the warning semester. If the student completes the warning semester, has a cumulative GPA of 2.00 or higher, and is meeting the pace or completion ratio requirement, the student will be removed from financial aid warning status and restored to good standing. If the student again fails to meet one (1) or both of those requirements, the student will be placed on financial aid suspension.

3.3.4.3 Students who fail to meet the academic progress requirements at the end of a warning semester will be placed on financial aid suspension.

### 3.3.5 Regaining Eligibility

3.3.5.2 A student whose financial aid eligibility has been suspended has two (2) options for regaining eligibility.

3.3.5.2.1 A student may qualify for reinstatement of financial aid eligibility by enrolling at their own expense, bringing their cumulative GPA above 2.0, and by bringing their pace or completion ratio requirement up to sixty-seven percent (67%) to meet the minimum requirements of the satisfactory academic progress procedure.

3.3.5.2.2 A student may appeal their financial aid suspension if extenuating circumstances (death of a relative, injury or illness of the student, or other special circumstance) exist. Appeals must be made in writing to the Director of Financial Aid, and must include supporting documentation of the extenuating circumstances. In the appeal request the student must provide information regarding why the student failed to make SAP, and what has changed in the student's situation that would allow them to demonstrate satisfactory academic progress at the next evaluation. If a student's appeal is granted, they will be placed on financial aid probation. A student on financial aid probation may receive aid (federal, state or institutional) for one (1) payment period. At that point, the student must meet Northeast's standards of academic progress or the requirements of an academic plan that was established on an individual student basis as a result of the appeal process.

3.3.5.3 Denied appeals may be directed to the Vice President of Student Services in accordance with college student grievance procedures.

### 3.4 Additional Information

3.4.3 Students may receive financial aid for a maximum of thirty (30) credit hours of transitional classes.

3.4.4 A student who is placed on warning or suspension due to grade(s) of Incomplete may request that the Financial Aid Office review their status once the course has been completed.

3.4.5 Students who apply for and receive Academic Amnesty to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's GPA are not automatically returned to satisfactory standing. The federal student aid program regulations make no provision for the concept of

- academic amnesty or academic renewal. The Financial Aid Office must always include all courses, whenever taken, in evaluating a student's satisfactory academic progress.
- 3.4.6 If a student has completed one (1) program of study, they may qualify for federal, state or institutional aid for one (1) additional qualifying program of study. The student will be required to meet with the Financial Aid Office for a credit evaluation to determine eligibility. Students seeking a second (2<sup>nd</sup>) degree will not be able to obtain aid for hours above one hundred and twenty-five percent (125%) of the credit hours required for that second (2<sup>nd</sup>) degree. Federal aid time limits may apply.
- 3.4.7 Students withdrawing during a semester will be placed on financial aid warning or suspension. Those students who received financial aid should be prepared to repay a portion of aid received according to federal regulations and the Northeast refund policy, which is printed in the College catalog and financial aid brochure.
- 3.4.8 The College will evaluate a student's satisfactory academic progress at the end of each payment period; fall, spring and summer. A student placed on financial aid warning or suspension will be notified via U.S. Mail to the current mailing or permanent address on record. It is the responsibility of the student to keep their address updated.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 05/22/2019

**EFFECTIVE DATE:** 05/22/2019

**REVISION DATE(S):** 05/12/2011 (item #10839); 02/07/2013 (Item #11195); 05/01/2014;  
05/22/2019

**PRIOR POLICY/PROCEDURE NUMBER:** 5071.a

**SCHEDULE FOR REVIEW:** 2024

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Student Services

**SPONSORING DIVISION/DEPARTMENT:** Student Services

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** satisfactory progress; academic progress; SAP