

**SATISFACTORY ACADEMIC PROGRESS STANDARDS  
EFFECTIVE FALL SEMESTER 2012**

Federal regulations require that all student financial aid recipients make satisfactory academic progress toward achieving a certificate or degree. Progress is measured by the student's cumulative grade point average (GPA) and credits earned in relation to those attempted and the length of the academic program. Northeast State will utilize the following satisfactory academic progress policy for the 2012-2013 academic year.

**I. PROGRESS STANDARDS**

**A. Progress per semester:** Students must, as a minimum, receive a satisfactory grade in the courses they attempt each semester as outlined below:

<b>Financial aid based upon enrollment of:</b>	<b>Recipient must complete satisfactorily:</b>
12 or more hours	9 hours
9 – 11 hours	6 hours
6 – 8 hours	6 hours
1 – 5 hours	Complete hours attempted

- Satisfactory grades are **A, B, C, D, or S**. Unsatisfactory grades are **W, I (Incomplete), IP (In Progress), N, AU (Audit), or F**.
- Attempted hours are any hours in which students enroll for the semester.

**B. Cumulative progress:** Students must also meet retention standards as outlined below:

<u><b>Degree Programs</b></u>		<u><b>Certificate Programs</b></u>	
Cumulative Hours Attempted	Minimum Cumulative GPA	Cumulative Hours Attempted	Minimum Cumulative GPA
0-14	1.0	1-6 hours	1.0
15-29	1.5	7 hours - 50% of program	1.5
30 and above	2.0	Over 50% of program	2.0

**RETURNING STUDENTS** must have all prior grades and hours reviewed as required by federal regulations. Students who do not meet the Satisfactory Academic Progress Policy will be placed on financial aid warning, probation or removal as required. Students may follow the appeal procedures listed in Section III to regain eligibility.

**C. Maximum hours:** Students who have completed the requirements for their associate degree or reached or exceeded 150% of attempted hours toward their associate degree or certificate program will become ineligible for financial aid. Students' Learning Support (developmental) hours are not included in this limit.

**Learning Support Hours** – Federal regulations limit the number of cumulative attempted Learning Support (remedial/developmental) hours allowed to be counted for financial aid to 30 semester hours. Financial aid will not fund students for any hours attempted over the 30-hour limit. Learning Support hours transferred for credit from another institution will be counted toward the 30-hour limit.

**Transfer Students** – Only transfer credits officially accepted by Northeast State will be counted in the maximum number of allowable semester credit hours for financial aid eligibility. Students who have reached the 150% limit will be ineligible for financial aid.

**Repeated courses** – All credits from repeated courses will be counted toward maximum hours. Only the highest grade will be counted in the minimum GPA. **Students may repeat a previously passed course once** but may repeat a failed or dropped course until it is passed.

**Tennessee Education Lottery Scholarship (TELS)** – Students who receive TELS will have **all grades** (including grades of F, W, AU and I) counted toward their lottery scholarship cumulative GPA and **all hours** (including transfer hours) counted as attempted hours.

**Second degree students:** Students who are working on double majors or second degrees must complete their programs within the 150 percent maximum time frame. Students may appeal if they need a minimal number hours beyond the 150% to complete the second degree.

## II. FINANCIAL AID WARNING, REMOVAL AND PROBATION

- A. **WARNING** – Students will be placed on financial aid warning if they fail to meet either standard as outlined in Part A and B, Section 1 the first time they do not make satisfactory progress.
- B. **REMOVAL** – Students who are in warning status will be removed from financial aid if they do not make satisfactory academic progress according to the standards in Section I the next term that they are enrolled.

Students who are placed on financial aid removal after grades are posted and reviewed or who pre-register for a subsequent semester **before** grades are evaluated may owe tuition and fees if they do not maintain satisfactory progress.

Removal from financial aid does not prevent a student from enrolling at Northeast State without financial aid if they are academically eligible to enroll. Students must pay their own tuition and fees.

- C. **PROBATION** – Students will be placed on probationary status for one term if they have been removed from financial aid, have appealed and the appeal has been approved. **A student on probation must make satisfactory academic progress according to Section I, Parts A and B to continue on aid.**

## III. APPEAL TO REGAIN ELIGIBILITY

**Students who lose eligibility for financial aid can appeal that decision to the Financial Aid Office no later than 30 calendar days prior to the first day of the term if at all possible. Acceptable reasons for appeal are: (1) serious illness or accident involving the student; (2) death, accident or serious illness in the immediate family; (3) class cancelled by Northeast State; (4) other extenuating circumstances may be acceptable and will be considered.**

**The appeal must be prepared in writing and be accompanied by appropriate supporting documents.** The Financial Aid Office will respond by email or in writing within four weeks of receipt of appeal. If not satisfied with the decision of the Financial Aid Office, any student can take the appeal to the Financial Aid Committee for additional review.

**MAXIMUM HOURS OR REQUEST FOR SECOND DEGREE/CERTIFICATE:** Students must submit written appeal to the Financial Aid Office along with a signed academic plan from an advisor listing classes and hours required to complete their degrees or certificate. They must make satisfactory academic progress each term. Students will be placed on financial aid removal once the number of hours approved are attempted or if they do not maintain satisfactory progress according to Section I, Parts A and B.

**STUDENTS WHO HAVE APPEALED MORE THAN ONCE:** Students who have appealed their financial aid eligibility before will have to speak with a financial aid counselor. Unless there are **NEW EXTENUATING CIRCUMSTANCES**, a student will be removed from financial aid until satisfactory academic progress has been met. **It is the student's responsibility to inform the Financial Aid Office when they have met this requirement.**

**FOR YOUR ASSISTANCE:** Northeast State offers counseling, career guidance and testing, and an advising system to assist students in their efforts to achieve their educational goals. The Financial Aid Office encourages all students to use these services to help make their progress toward their degrees more successful.