

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal regulations require that all student financial aid recipients make satisfactory academic progress (SAP) 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 SAP policy beginning fall semester 2013 for the 2013-2014 academic year.**

Completion Rate (Pace): Is the number of successfully completed hours divided by the number of attempted hours.

Progress per semester: Students must pass at least 67% of all attempted hours (such as A, B, C, D, F, AU, I and W) in order to maintain eligibility for financial aid. **For example**, a student, who attempts 15 credit hours in the fall semester must successfully complete 10 hours and must earn a grade of A, B, C, or D.

Cumulative Progress: Students must also have a 67% passing rate for all attempted hours. **For example**, a student that has attempted a total of 60 credit hours, must successfully pass 41 hours. The following grades are not considered passing: F, AU, I and W. Students placed on Warning, Probation or Removal will be notified via MyNortheast.

Students must also maintain retention standards as outlined below:

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

- **Maximum Hours:** Recipients majoring in Associate Degree Programs and eligible Certificate Programs are **limited to 150% of the required hours** of their program of study, excluding learning support hours. The maximum cumulative attempted hours will be reviewed after each term. **For example**, if an associate degree program requires students to complete 60 credit hours of study; a student could have financial aid funds to pay tuition and fees for 90 attempted credit hours. Learning Support Hours: Students are allowed to receive financial aid for a maximum of 30 cumulative attempted hours of learning support (remedial/developmental) hours.
- **Transfer Students:** Credits/grades officially accepted by Northeast State Community College are included in the cumulative attempted hour limitations as stated above.
- **Second Degree Students:** Students who enroll to obtain a second degree or certificate are subject to the above limitations as well. Credits from a prior enrollment at Northeast State (or other institution) will be included in the maximum hour limitation. Students may appeal if they need a minimal number of hours beyond the 150% to complete the second degree.
- **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 class until it is passed or student no longer makes satisfactory progress.
- **Change of Majors:** Changes in majors do not extend the maximum hours allowed.

Maximum Duration of Pell Eligibility: The amount of Federal Pell Grant Funds a student may receive over his or her lifetime is now limited to 600%. This is equivalent to 6 years or 12 semesters. Students enrolled less than full time will be assessed at the fractional enrollment status. This cannot be appealed.

FINANCIAL AID WARNING, REMOVAL AND PROBATION

Warning – The first time a student does not comply with the policies stated above, the student will be placed on financial aid warning. The student may receive financial aid for one more semester. The student’s status will be evaluated after the “warning” term, and must meet the required academic standards including pace and GPA to continue to be eligible to receive financial aid.

Removal – Students who are in warning status will be removed from financial aid if they **do not** make SAP according to the standards stated above. 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 will owe tuition and fees since they did not maintain satisfactory progress. The aid posted for future term will be canceled as a result of being placed on financial aid removal. **Students are placed on financial aid removal or are denied if any of these conditions occur:**

- Students in “warning” status fail to meet SAP in their next semester of enrollment
- Students are placed on academic suspension
- Students fail to meet the conditions of an Individual Academic Plan
- Students meet the maximum hour limitations

Students placed on financial aid removal may continue to enroll at Northeast State **without** financial aid if they are eligible to re-enroll according to institutional policies and have the resources to pay their own fees.

Probation – Students will be placed on financial aid probation 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 the standards above.**

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.

Appeals will be considered for the following reasons:

- Serious injury or illness of the student
- Death, serious injury/illness of immediate family member (mother, father, sibling, spouse, child)
- Family trauma which occurred during the semester in question
- Other extenuating circumstances (must be documented)

Process for filing an appeal:

- Complete (SAP) Appeal form. Include a written statement indicating what occurred that resulted in unsatisfactory progress and what has changed that will now allow for student success. (Forms are available at the Northeast State website and in the Financial Aid Office).
- Submit the appeal and accompanying documents to the Financial Aid Office. The response will be available via MyNortheast or your student email account within four weeks of receipt of the appeal.

If not satisfied with the decision the student can take the appeal to the Financial Aid Committee for additional review.

STUDENTS WHO HAVE APPEALED MORE THAN ONCE: The Financial Aid Committee will review all second appeals. The Financial Aid Committee decision is final. 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.

Northeast State offers counseling, career guidance and testing, tutoring and academic advising free of charge in order to assist students in achieving their educational goals. The Financial Aid Office encourages all students to use these services as needed.