

# Satisfactory Academic Progress Policy for Financial Aid Recipients

All financial aid recipients are required to meet satisfactory academic progress guidelines established by SC4, pursuant to Federal regulations. This policy applies to all students receiving assistance from any financial aid program we administer. Federal regulations require that the policy include reviewing enrollment periods in which the student did not receive aid, as well as the semesters they did receive aid. This policy is separate from the College's general probation policy and is monitored each semester the student receives aid.

To receive financial aid, the student must maintain satisfactory academic progress toward a degree or certificate. The following guidelines describe the requirements necessary to maintain financial aid eligibility at SC4:

## 1. Eligibility Requirements – Each semester a student must:

- a) Have successfully completed at least 67% of the SC4 credit hours attempted or be a first-time student at SC4, and
- b) Maintain a cumulative SC4 grade point average of at least 2.00, and
- c) Along with transfer credits, not have attempted (whether or not earned) more than 93 credit hours or 150% of the student's official SC4 academic program requirements. This is true whether or not financial aid was received or the student paid for some classes from his/her resources.

## 2. Evaluation of Eligibility

Eligibility is determined at the time a student applies for financial aid and is reviewed each semester. To establish initial eligibility for financial aid as a current SC4 student, it is required that the past SC4 academic record be reviewed even if the student paid for the classes out of his/her own resources. Applicants who have not made satisfactory academic progress are notified by mail.

## 3. Appeals

A student whose financial aid has been terminated may appeal in writing. All appeals should include appropriate documentation. Extenuating circumstances considered for appeals include personal illness or accident, serious illness or death within an immediate family, or other circumstances beyond the reasonable control of the student. Students in extended credit hour programs and/or second-degree programs may submit appeals.

Acceptable documentation includes letters from a physician, attorney, social service agency, parole officer, or a copy of a death certificate, divorce decree, and/or academic records. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. The student will be notified of the appeal results in writing. An appeal may result in a denial of reinstatement, a reinstatement of the student's eligibility, or a probationary period. All appeal decisions are final.

#### **4. Probation**

Financial aid applicants who do not meet the eligibility requirements will be granted a semester of probationary financial aid to move toward acceptable grade point average or completion rates. This also applies to students who did not meet initial eligibility requirements. Students who fail to make satisfactory academic progress after the probationary semester will be terminated from financial aid eligibility until they meet the standard or have an acceptable appeal. While on probation, financial aid for the next semester will not be disbursed until FINAL GRADES from the previous semester are available. It is the student's responsibility to contact the Financial Aid Office to initiate action for reinstatement of financial aid. Loans may be awarded to students on probation if tuition and fees are not covered by other resources.

#### **5. Reinstatement**

A student may be reinstated after meeting one of the following conditions. (Classes taken at institutions other than SC4 are not considered for reinstatement purposes).

- a) The student has taken without funding from the Financial Aid Office at least 6 credit hours and has passed those 6 credit hours with a 2.00 or higher semester grade point average. The student will be placed on a probationary semester of aid. Students on probation will be monitored and evaluated one semester at a time, or
- b) The student has taken without funding from the Financial Aid Office enough credits to meet the grade point average and completion rate requirements. The student will be reinstated without probation, or
- c) The student meets the grade point average and completion rate requirements after a probationary semester. The student will be reinstated without probation.

#### **6. Grades and Successful Completion**

Credit hours attempted include all grades recorded on the transcript of A, B, C, D, E, I, W, R, S, U and Z. Repeated courses are identified as R on the transcript and are considered as credit hours attempted. Successful grades are A, B, C, D and S. Financial aid cannot be used to cover the cost of courses previously taken and for which the student has received a C grade or better. A grade of D is considered a passing grade. Financial aid may be used toward repeated courses for which a C- grade or below was previously received.

Unsuccessful grades are E, I, W, R, U and Z. Unsuccessful grades are considered attempted and not passed for purposes of determining satisfactory academic progress. Students with Z grades will need to have their grade point average re-computed for financial aid purposes.

#### **7. Audits and Credit by Exam**

Classes taken for audit or credits earned by exam are not considered when determining financial aid eligibility.