

## Satisfactory academic progress requirements for recipients of financial aid

Federal law requires that students receiving federal or state financial aid, including grants and scholarships, loans, and student employment, must meet the minimum satisfactory academic progress (SAP) standards toward the successful completion of their academic program to remain eligible to receive financial aid. These standards also apply to institutional financial aid awarded by CMCC. There are three standards of academic progress that a student must meet:

- **Grade Point Average Standard:** Students must maintain a minimum cumulative GPA based on the number of total credits that they have attempted, as shown below:

Total Credit Hours Attempted	Minimum Cumulative GPA Required
1 – 23 *	1.50
24 – 35	1.75
36 – 47	1.90
48 or more	2.00

\* A student completing the first semester of the first year must earn a GPA of .70 or higher.

- **Credits Attempted to Credits Earned Standard:** Students must earn at least 67% of all credits attempted, in order to ensure progress toward program completion. Credits attempted include all credit hours taken in residence at CMCC as well as any transfer credits applied toward the student's current program. Credits earned are credits with grades of A, B, C, D, or P for any course taken in residence.
- **Maximum Time Frame Standard:** Financial aid recipients must complete their academic program within 150% of the published program length. For example, a student in a 60-credit associate degree program cannot attempt more than 90 credits. A student in a 30-credit certificate program cannot attempt more than 45 credits. *Please note: As soon as it has been determined that it is mathematically impossible for a student to finish within the 150% measurement, the student is no longer eligible for financial aid, even if they have not taken 150% of the credits needed to complete their program.* Changing academic programs will not automatically extend the maximum time frame; each student's situation will be reviewed on a case-by-case basis.

### The SAP Evaluation Period

The Financial Aid Office evaluates SAP at the beginning and ending of the fall, spring, and summer semesters.

### Financial Aid Warning

Students who fail to meet any of the SAP standards described above will, at the end of the semester, will be placed on Financial Aid Warning, and they will be allowed one additional semester to improve their status. During this semester the student may still receive financial aid.

### **Financial Aid Suspension**

At the end of the additional semester under Financial Aid Warning, if the student is still not meeting the SAP standards, the student will be placed on Financial Aid Suspension and will be ineligible to receive financial aid until they successfully improve their status and are meeting the SAP standards.

### **Financial Aid SAP Appeals**

Students placed on Financial Aid Suspension and who may have extenuating circumstances may file a financial aid SAP appeal with the Financial Aid Office. This is separate from any appeal a student is required to file with the Dean of Academic Affairs. Financial aid SAP appeals are based on unusual or extenuating circumstances such as:

- Personal illness or accident;
- Serious illness or death of an immediate family member or close associate;
- Other circumstances beyond the reasonable control of the student.

All appeals must be submitted with documentation that supports the information provided by the student. The appeal must not only include the circumstances that caused the student to fail to meet the SAP standards; it must also include information on what has changed to enable the student to meet the standards in the next semester. Appeals (with documentation attached) must be filed with the Financial Aid Office within ten (10) days of receiving the notification that aid has been suspended.

### **Financial Aid Probation**

Students who successfully appeal will be placed on Financial Aid Probation and will be required to meet the conditions of a specific financial aid academic plan for their next semester. Failure to adhere to the financial aid academic plan will result in the student once again being placed on Financial Aid Suspension.

During the student's financial aid probation semester, the student will be required to adhere to a financial aid academic plan that stipulates the he/she must pass all courses in that semester with a 'C' grade or higher. The student is not allowed to have any 'W', 'L', 'I', 'D', 'F', or 'AW' grades. If the student completes the semester under these stipulations, but has still not met the SAP standards, they can continue on the financial aid academic plan for subsequent semesters, as long as the conditions of the plan are met, until such time as the student is meeting the SAP standards.

If the student does not meet the conditions of the financial aid academic plan, he/she will be placed back on Financial Aid Suspension and will lose all eligibility for financial aid until he/she meets the SAP standards. Removal of financial aid does not prevent the student from enrolling without financial aid, as long as the student makes other satisfactory payment arrangements with the CMCC Business Office.

### **Notification**

The Financial Aid Office will notify students in writing any time they are placed on Financial Aid Warning, Financial Aid Suspension. Or Financial Aid Probation.

**Applicable coursework and financial aid eligibility**

Students who receive financial aid should keep in mind that these funds are only to be used to pay for coursework that is counting toward the student's current degree or certificate program. *Courses that do not meet the requirements to help the student advance toward graduation will not be considered for financial aid purposes. Additionally, courses that are non-credit bearing do not qualify for financial aid.* Students with questions about their degree requirements should consult their academic advisor or go to the Learning and Advising Center for assistance.

**Repeat coursework policy for financial aid recipients**

A student may retake any previously passed (having a grade higher than an 'F') course one time to attempt to achieve a higher grade, and have it covered by financial aid. Students who fail a course and retake it may continue to do so with financial aid, until such time as the student either passes the course or fails to meet the College's Satisfactory Academic Progress standards for financial aid (see below).

If a student withdraws before completing the course that he or she is being paid federal Title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a course once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the course a third time.