

# SEWARD COUNTY COMMUNITY COLLEGE

## Satisfactory Academic Progress Policy

In accordance with changes in federal regulations as of July 1, 2011

The federal government requires that the Office of Student Financial Aid at Seward County Community College monitor the academic progress of all applicants receiving financial assistance under Title IV programs (Federal Pell Grant, SEOG (supplemental grant), Federal Student loans (Stafford and Plus) and Federal College Workstudy. This regulation requires that SCCC establish a Satisfactory Academic Progress policy that includes both a pace (**quantitative**) and a **qualitative** measure of progress. In compliance with these regulations, SCCC has adopted the policy in regards to all state and federal financial aid eligibility. Satisfactory academic progress is evaluated at the end of each structured semester.

### Pace (**Quantitative**) Measures

1. Consistent progress toward the degree or certificate shall require that no less than 67% of all attempted coursework be successfully completed. This is a cumulative requirement and will be checked at the end of every term of enrollment. The grades of a "W" (withdrawal), "I" (incomplete), "IP" (in progress), and "F" (failure) are not considered passing grades.

EXAMPLE: To meet the minimum completion rate of 67%, a student who has attempted 28 cumulative credit hours at Seward County Community College must have successfully completed (earned) a minimum of 19 of those 28 hours (round up).

2. If a student fails to earn any credits for the term (all F's, withdrawal's, or both), he or she will be placed on financial aid suspension.
3. Students working toward an associate degree shall be limited to 96 attempted credit hours.

In determining credit hours limits, it is important to note the following:

- All transfer-in hours are counted as both attempted and completed hours;
- Course withdrawals (if not within the 100% refund period) are counted as attempted hours;
- Repeated coursework and remedial classes are counted as attempted hours. (NOTE: Financial aid may pay for the repeat of coursework to improve an earned grade of "F" only for courses required in that student's declared degree. Students repeating a course with an earned grade of "D" or better will qualify for financial aid for this repeated class one time only.)

### (**Qualitative**) Measures

1. Your cumulative GPA must be at least 2.0 to be considered in good standing for Federal Financial aid;

### Evaluation of Academic Records

Evaluation of academic records will take place at the end of each structured term/semester. Any student not meeting the minimum satisfactory academic progress standards at that time will be placed on financial aid warning. A student is eligible for qualified funding while on warning. If minimum standards of satisfactory progress are not met by the end of the next term or the warning term, the student will be placed on financial aid suspension and no further federal or state student assistance will be available. A student **who** cannot mathematically make progress in one semester will be suspended without a warning semester.

## Financial Aid Warning

Students who fail to meet the above listed academic progress standards at Seward County Community College will be placed on Financial Aid Warning for the following semester or the next semester the student attends. Students placed on Financial Aid Warning will remain eligible to receive federal financial aid as long as they meet Satisfactory Academic Progress (a cumulative 2.0 GPA and 67% completion rate), and have not exceeded the maximum number of hours allowed for their program (not to exceed 150%). Suspension of federal financial aid will occur if Satisfactory Academic Progress is not met during warning periods.

Students placed on Financial Aid Warning will be notified in writing by the Office of Student Financial Aid as soon as possible after the end of each semester.

## Financial Aid Suspension

Students placed on Financial Aid Suspension will not be eligible for federal financial aid funds. Students will be placed on Financial Aid Suspension based on the following criteria:

1. Did not meet requirements of Financial Aid Warning, or did not mathematically make progress in one semester.
2. Have completed an Associate Degree or beyond. Exceptions may be made on a case by case basis when additional hours are required to; establish, maintain, renew certification, or, for other unusual circumstances as per the discretion of the Federal Financial Aid Appeals Committee. **Second Associate Degrees will not normally constitute a special circumstance.**
3. Have attempted 96 or more credit hours for a 2 year program. Exceptions may be granted on a case-by-case basis at the discretion of the Federal Financial Aid Appeals Committee. Students in a one year degree program (or a program of length not consistent with the 64 credit hour program) should visit the Office of Student Financial Aid to determine hours allowed for their specific program.

Students placed on Financial Aid Suspension will be notified in writing by the Student Financial Aid Office after the determination of the suspension. Financial Aid Suspension does not mean a student is prohibited from attending Seward County Community College, as long as all other requirements for attendance are met. They are not eligible to receive financial aid funds and assume the responsibility for payment of the direct costs (tuition, fees, books, dorm, etc.), at the time of enrollment. Students placed on Financial Aid Suspension have the right to appeal the suspension if they feel they have unusual circumstances that warrant an exception to policy. Students must follow the appeal process outlined on the appeal form. See below

## Reinstatement of Financial Aid Eligibility

A student placed on financial aid suspension is expected to provide for their educational expenses. Any student placed on financial aid suspension may appeal to the **Federal Financial Aid Appeals Committee** if there were extenuating circumstances that hindered academic performance. Examples: death of a relative, an injury or illness of the student, or other special circumstances. All appeals should be put in writing on the Satisfactory Academic Progress (SAP) Appeal form. These forms are available in the Financial Aid Office or online at [www.sccc.edu](http://www.sccc.edu).

A student who has successfully appealed his/her suspension status will be placed on probation for one term and will be eligible for qualified funding for that term/semester. Each student will be assigned an academic plan. **Academic plans are individualized and are at the discretion of the Financial Aid Office. If a student is granted an appeal based on an Academic Plan, they will be eligible for federal aid on a term-by-term basis. Students must follow their Academic Plan exactly as it is written in order to continue to receive federal aid.** For example the plan may include one or more of the following requirements:

- Student is required to achieve a semester grade point average of no less than a cumulative 2.0 GPA and completing no less than 100% of attempted hours for that term;
- Limitation of the number of hours allowed to enroll;
- Limitation of the number of repeats of a course.

**If an Academic Plan is not followed, the student's financial aid status will revert to Financial Aid Denial. The student will remain on Financial Aid Denial and must satisfactorily complete a minimum of twelve (12) credit hours at their own expense with a minimum 2.0 GPA before they will be allowed to request reinstatement. If the student received a Satisfactory Academic Progress denial notification for a semester in which they were enrolled half-time or less, a minimum of six (6) credit hours with a minimum 2.0 GPA must be completed at their own expense before the student may request reinstatement.**

If an exception is not granted under the appeal process, a student may request reconsideration of financial aid eligibility after the student has obtained a 2.0 GPA with a 67% completion rate. All coursework involved in the reconsideration request must be taken at Seward County Community College (some exceptions to hours being taken at SCCC do apply) e.g. consortiums.

Exceptions to the above will be considered by the Director of Financial Aid on an as-needed basis. The decision of the Director is final.

### **Satisfactory Academic Progress Appeal Process**

The appeal process is available to any student placed on Financial Aid Suspension. During the appeal process, a student is allowed to enroll at Seward County Community College if all requirements of admission or re-admission are met. However, the student is responsible for payment of all direct costs (tuition, fees, books, dorms, etc.), at the time of enrollment. All appeals must be in writing and submitted to:

Seward County Community College  
Office of Student Financial Aid  
P.O. Box 1137  
Liberal, KS 67905-1137

A "Satisfactory Academic Progress Appeal" letter along with an **academic program plan** prepared with an academic advisor should be submitted to the Office of Student Financial Aid **within two weeks** of the next semester of attendance after the student receives notification of the Financial Aid Suspension. The letter should explain specific mitigating circumstances which prevented the student from maintaining satisfactory academic progress and include supporting statements and documentation from appropriate sources (i.e. physician, certified psychologist, psychiatrist, mental health clinic, attorney, academic counselor, employer, etc.). The appeal letter should also include steps the student will take to insure that the circumstances will not be repeated. The Student Financial Aid Appeal Committee will make a decision regarding the appeal and notify the student in writing of the decision within four weeks after receipt of the written appeal and supporting documentation.

If the appeal is denied, the student remains on Federal Financial Aid Suspension. If the appeal is denied or the student does not submit an appeal, the student must obtain a 2.00 grade point and have completed 67% of overall courses attempted before receiving further federal aid.

## **PROBATION STATUS**

Successful appeals will allow a student to be placed in PROBATION status. Students must meet the conditions outlined in the appeal decision; complete 100% of the hours attempted with a 2.0 cumulative GPA. If a student is unable to meet these conditions, the student will be ineligible for aid. (**Some exceptions may apply** such as class not making, student may run into other road blocks that would need to be reconsidered, etc.)