

# Satisfactory Academic Progress Policy

The Financial Aid Office is required by federal regulations to periodically review financial aid recipients to ensure that they are making academic progress towards the completion of their program of study. Satisfactory Academic Progress for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the institution.

Qualitative - Cumulative GPA (CGPA) Component	Must have earned the required CGPA at the published intervals.
Quantitative - Pace (Completion Rate) Component	Pace (Completion Rate) Component Must complete at least 2/3 (67%) of the credits attempted.
Quantitative - Maximum Timeframe Component	May receive financial aid for up to 150% of the number of credits required for successful program completion unless it is mathematically impossible for student to complete the program within this limit.

In general, coursework that is taken while in attendance at the CCSNH institution is considered when reviewing a student's academic record for satisfactory academic progress. However, there are some exceptions. Please see the section on Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/Remedial Courses, English for Speakers of Other Language Courses (ESOL), Credits by Examination, Nonpunitive grades, Pass/Fail Grades, Withdrawals.

## Qualitative Standard - Cumulative GPA (CGPA) Component

A student must maintain a minimum cumulative grade point average as noted below in order to be making satisfactory academic progress. A GPA calculator is available at [http:// www.ccsnh.edu/academics/gpa-calculator](http://www.ccsnh.edu/academics/gpa-calculator).

Total GPA Hours Minimum Cumulative Grade Point Average Required for the Program		
	Certificate/Diploma	Associate Degree
0-13	1.50	1.50
14-27	2.00	1.70
28-40		1.80
41 +		2.00

## Quantitative Standard - Pace (Completion Rate Component) and Maximum

### Time Frame Component

The Quantitative Standard of the satisfactory academic policy is comprised of two elements. The first element, maximum time frame, is the time frame by which a student must complete an academic program. The second element, pace, includes determining whether a student is on track to complete the program within the set maximum time frame. Once it has become apparent a student will be unable to complete their academic program within the maximum time frame, either by falling below the pace standard or by having attempted 150% of the credits required to complete their academic program, the student becomes ineligible for Title IV aid.

### Pace (Completion Rate Component)

A student must complete at least 67% of the total credits he/she attempted throughout his/ her academic career at the college, rounded to the nearest percent. All attempted credits, including transfer credits, will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout his or her academic career at the college must earn credit for at least 24 credits in order to be meeting the requirements of satisfactory academic progress.

## Maximum Time Frame Component

A student may receive federal student aid for any attempted credits towards his or her program of study until it is mathematically impossible for the student to complete the program within 150% of the published length of the student's program of study.

All attempted credits are included in the evaluation including transfer credits.

## Academic Periods Included in the Review

The qualitative and quantitative standards of the Satisfactory Academic Progress policy will be used to review the academic progress for all periods of the student's enrollment. Even periods in which the student did not receive federal student aid will be included in the review. Additionally, periods for which the student was granted academic amnesty will be included in the review.

## Timing of the Review

The Financial Aid Office of the CCSNH institution will evaluate a financial aid recipient's satisfactory academic progress upon completion of each semester within the standard academic year of the program the student is enrolled in.

## Results of the Review

Meeting Satisfactory Academic Progress (SAP) Standards. Students who meet SAP standards will be coded as making Satisfactory Academic Progress and will retain eligibility for federal student aid for their next semester.

## Satisfactory Academic Progress (SAP) Warning

Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for federal student aid for their warning semester.

At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for federal student aid for their next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

## Satisfactory Academic Progress (SAP) Suspension

If the student is still unable to meet SAP standards after his/her Warning Period, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

# Satisfactory Academic Progress (SAP) Probation

A student who becomes ineligible for federal student aid as a result of not meeting satisfactory academic progress standards may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. However, this period can be extended by placing the student on an academic plan if he/she will require more than one semester to reestablish financial aid eligibility with SAP standards. During Probation, the student will be eligible to receive federal student aid funding.

## Appeal Process

A student who becomes ineligible for federal student aid may appeal for a review of that determination. The student appeal request and any supporting documentation or degree audit must be submitted to the Financial Aid Office.

A successful appeal results in Probation and allows the student to be eligible for federal student aid for his/her probationary period.

A student choosing to submit an appeal of his/her SAP review results may be requested to submit the following information to the Financial Aid Office:

1. A written explanation of the circumstances that prevented him/her from achieving SAP standards, documentation of any extenuating circumstances, and what has changed in his/her situation that will allow him/her to achieve satisfactory academic progress unless the situation was evident. The Financial Aid Appeals Committee reserves the right to request further information from the student to support information provided in his/her explanation.
2. An academic plan which the student will follow to regain satisfactory academic progress.
3. If a student changes curriculum programs, is working toward multiple degrees/ certificates, or graduates and enrolls in a second degree and then reaches 150% of the credits required for the new degree (or primary degree/ certificate in the case of multiple degrees/certificates), a degree audit or academic plan may be requested with the appeal and will be evaluated on an individual, case-by-case basis.

## Regaining Eligibility

Unless an appeal is granted, a student can regain financial eligibility only by taking action that brings him/her into compliance with both the qualitative and quantitative components of the CCSNH institution's satisfactory academic progress policy. Neither paying for one's own classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish financial aid eligibility.

If a financial aid recipient believes he/she is meeting Satisfactory Academic Progress standards then he/she can request to have his/her SAP standing reviewed upon completion of the semester. If the student is found to be meeting both the qualitative and quantitative components of the SAP policy and to not have exceeded maximum time frame, then his/her status will be updated to reflect he/she is meeting Satisfactory Academic Progress standards, and the student will be eligible to receive Title IV financial aid the next semester.