

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Satisfactory Academic Progress Standards

2016-17

PURPOSE

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP). FTCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance.

PROCEDURE

Once per academic year, at the end of the spring semester, the Financial Aid Office will review the student academic history and notify students who are being placed on financial aid suspension. All students placed on suspension will be encouraged to complete the Satisfactory Academic Progress Appeal e-Form through their WebAdvisor account.

The minimum standard of Satisfactory Academic Progress includes the following:

1. **Qualitative Standard** – Must earn a minimum cumulative Financial Aid Grade Point Average (FA GPA) at the following intervals:

1-24 credit hours	1.6
25-47 credit hours	1.8
48 and above credit hours	2.0

Note: This may be different than a student's transcript cumulative academic grade point average. A student must have a 2.0 cumulative academic GPA and major GPA in order to meet the requirements for graduation.

2. **Quantitative Standard** - Complete a minimum of 67% of cumulative credit hours attempted (including all transfer credits).
3. **Maximum Time Frame** – Complete program of study in a time frame not to exceed 150 percent of the published length of the program, excluding the first 30 attempted credit hours of developmental education. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours **attempted**).

Students not meeting the minimum standards will be placed on financial aid suspension. Students on suspension are not eligible to receive any federal or state financial aid. Financial aid awards for upcoming semesters will be cancelled. Students may submit an appeal with appropriate documentation to explain your extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress. The Financial Aid Office will respond to appeal requests once they are received through our electronic submission process.

CUMULATIVE CREDIT HOURS ATTEMPTED

Cumulative credit hours attempted are defined as all credit hours attempted at FTCC as well as all credit hours transferred in from other institutions. Attempted credits include courses with grades of A through F, W, A* B* C* U* WP* WF* U, WF, C@, D@, WF, F@, I* I, T, S WP, B@, U@, A@.

If you have already earned a passing grade (“D” or better) for the course, you may only repeat the course once for financial aid purposes. The new grade earned from a repeated course will be used to determine eligibility in accordance with this procedure. For GPA calculation, previous grades are zeroed out in accordance with the procedure for repeating a course. **However**, the previous hours attempted and earned will continue to be counted in the total hours attempted and earned.

CUMULATIVE CREDIT HOURS COMPLETED

Credit hours successfully completed are defined as grades "A" through "D", A*, B*, C*, C@, D@, S, B@, A@. Credit hours not successfully completed are defined as "F," "W," "I," U*, WP*, WF*, U* WI* I@, I*.

AUDIT GRADES

Credit hours taken for a grade of “audit” (AU) do not apply toward an associate degree, diploma, or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid disbursements or Satisfactory Academic Progress.

Students with change in grade type of an “audit” (AU) after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.

INCOMPLETE GRADES

Courses with grades of “I” (Incomplete) or I* will be considered as credit hours attempted and not completed. Students who have made arrangements with their instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the “incomplete” grade was instrumental in placing a student on financial aid suspension, the student may appeal for a re-evaluation by submitting the Satisfactory Academic Progress Appeal Form to the Financial Aid Office once the course is completed and a grade issued.

DEVELOPMENTAL (REMEDIAL) CREDIT HOURS

Federal regulations that govern federal financial aid impose a limit to the total number of developmental courses a student can take and receive federal financial aid (34 CFR 668.20). This regulation states “A student may receive federal aid for up to one academic year’s worth of remedial classes. For the purpose of this limit, that is 30 semester....hours.” All hours exceeding this limit will not be paid for using federal financial aid and will not be counted towards enrollment.

PROCEDURE FOR REVIEW OF SATISFACTORY ACADEMIC PROGRESS

SAP is evaluated at the end of the spring semester. The Financial Aid office will review the student academic history and notify students who are being placed on financial aid suspension. Students only in approved Certificate programs will be evaluated at the end of each semester. All students placed on suspension may submit a Satisfactory Academic Progress Appeal e-form that will be reviewed by a Satisfactory Academic Progress Committee. The Senior Vice President for Student Services may make professional judgement calls regarding all appeals. Students on suspension are not eligible to receive any federal or state financial aid. Pending financial aid awards will be cancelled. You can only regain satisfactory academic progress by earning or transferring in enough credit hours and grades to bring up your cumulative average. *Paying for a semester or sitting out a semester does NOT permit you to regain satisfactory academic progress.*

APPEAL PROCESS

The following special circumstances will be considered when processing an appeal:

1. A significant medical illness or injury that directly affected students' ability to meet the academic standards.
2. The death of a close relative during the time period that directly affected the student's ability to meet the academic standards.
3. The student experienced a significant personal tragedy or event that affected the student's ability to meet academic standards.
4. The student received an incorrectly reported grade that has been changed and is requesting that a Satisfactory Academic Progress be re-evaluated.
5. Other significant situation that affected the student's ability to meet academic standards.

If your appeal is approved, you will be placed on "Probation" and notified how many credit hours you need to complete in order to regain satisfactory academic progress or how many terms you are allotted to complete your graduation requirements in the case of a maximum timeframe appeal. To successfully complete these credit hours, you must earn a 2.0 GPA each term and earn passing credits in 75% of your attempted classes each term until you regain satisfactory academic progress or graduate. If you fail to meet these requirements, your aid will be terminated.

A second appeal may be considered but you will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal. As a result, very few second appeals are approved.

If your appeal is denied or if you do not meet the conditions of an approved appeal, you will be asked to attend at your own expense and correct the deficiency either in the hours, GPA or both (you cannot make up a deficiency if your appeal was due to exceeding the maximum timeframe to earn a degree). If you did not maintain SAP due to a deficiency in credit hours, you may take the credit hours at another institution as long as FTCC accepts the transfer hours. After you complete this semester (or semesters), you must submit an appeal form to the Financial Aid Office so your progress can be reevaluated.

DROPPING OR WITHDRAWING FROM CLASSES

Reducing your enrollment during any semester can create serious consequences for financial aid recipients. Before dropping classes, check with the Financial Aid office.

1. Satisfactory Academic Progress may be affected.
2. In cases of complete withdrawals, students may be required to repay a percentage of financial aid received for that semester based on the Title IV Return of Funds calculation.
3. Students receiving William D. Ford Federal Direct Loans may go into repayment if current enrollment drops below six credit hours for a period of time greater than the six month grace period (or you may lose your grace period). ***Future disbursements of loans will also be cancelled once enrollment drops below 6 credit hours.***