

## SATISFACTORY ACADEMIC PROGRESS POLICY

Coahoma Community College is required by federal regulations to establish minimum standards of Satisfactory Academic Progress (SAP) to determine a student's eligibility for the following Federal and State Financial Assistance programs:

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal College Work-Study (FCWS)
- The Higher Education Legislative Plan (HELP)
- The Mississippi Eminent Scholars Grant (MESG)
- The Mississippi Resident Tuition Assistance Grant (MTAG)

Satisfactory academic progress for financial aid purposes requires both a qualitative and quantitative measurement of a student's academic performance.

- *Qualitative Measurement:* A student's academic progress is measured by the cumulative grade point average earned for the number of credit hours attempted.
- *Quantitative Measurement:* A student must make steady progress toward completing the educational goal within a limited period of time. The time frame includes all period(s) of enrollment at Coahoma Community College whether or not a student received financial aid.

Additional Degree: A student seeking a second degree or certificate may be eligible for Title IV funds. The student's timeframe for the additional degree or certificate is "reset" when the student begins a second degree or certificate. For example, if a student requires only 36 additional credits to receive the second associate degree (based on the credits acceptable from the first degree that can be applied to the additional degree), the student's timeframe for the second degree is 54 credit hours (36 x 150% credits = 54 credits).

Change in Major: Credits and grades that **DO NOT** count toward the new major **WILL NOT** be included in the satisfactory progress determination. A student may change his or her major three times at Coahoma Community College. Each time a student changes major or program of study, academic progress is "reset."

Remedial or Developmental Courses: Financial aid will pay for one year's worth of remedial or developmental course work or a maximum of 30 semester credit hours of remedial or developmental coursework. Remedial courses will be calculated in both quantitative and qualitative SAP measures.

The academic progress of students is evaluated at the end of each payment period if the educational program of study is one academic year or less. For all other educational programs of study, students' academic progress is evaluated at the end of each payment period or at least annually to correlate with the end of a payment period. In order to maintain satisfactory academic progress, students must meet the following conditions:

- Earn the minimum cumulative grade point average (GPA) based on total hours attempted as outlined in the chart below.
- Earn the minimum completion rate based on total hours attempted as outlined in the chart below.
- Unless academically dismissed, students denied federal, state, and institutional aid may continue attending using other aid sources or by funding their education themselves. It is students' responsibility to monitor his or her academic progress and understand requirements to complete their degree according to SAP standards.
- Complete his or her program of study within a time frame not to exceed 150% of the published length of a program.

Cumulative Hours Attempted	Percentage of Cumulative Hours Attempted That Must Be Passed	Minimum Required SAP GPA
9-16	50%	1.5
17-32	56%	1.7
33-48	62%	1.85
48+	67%	2

### **Financial Aid Warning**

Financial Aid Warning status is assigned to students who fail to meet one or more of the SAP measures indicated above at the conclusion of an academic semester or summer. Students assigned a Financial Aid Warning status will be notified in writing. Students may continue to receive financial aid for one subsequent academic semester or summer despite the determination that students are not making SAP.

### **Financial Aid Suspension**

Financial Aid Suspension status is assigned to students who fail to make SAP at the end of an academic semester or summer following the Financial Aid Warning period; does not fulfill the requirements set forth according to his or her Academic Plan of Study; or Subsequent Degree Certification of Hours Plan when placed on Financial Aid Probation. Students can reestablish SAP eligibility by choosing one of the following options:

**Self-Pay** – SAP Suspension does not prevent students from registering for classes. However, payment is the responsibility of students and must be made as required by CCC policy.

**Private Assistance** – Students on SAP Suspension receive private assistance, in the form of scholarship or private loan, per the conditions of the individual donor or lender.

**Appeal** – See the Appeal Process below.

### **Notification**

The Office of Financial Aid will send a letter to any student who is put on financial aid probation, or a suspension letter to any student who is no longer eligible for financial aid. It is the responsibility of the student to maintain a current address with the Office of the Admissions.

### **Appeal**

If students do not meet SAP after the warning period, an appeal process is available for those students with extenuating circumstances. Students can appeal for reinstatement of Financial

Aid by logging into MyCCC to complete the SAP appeal form.

### SAP Appeal Limits (3)

The Satisfactory Academic Progress Appeals Committee may grant or deny any SAP appeal. The maximum number of appeals any student may normally have granted during the total of all their enrollment periods at Coahoma is three (3). Each academic “reset” will count as an appeal. Under extreme circumstances, a fourth appeal may be granted, provided that the student has documented proof of the circumstances. In the case of a student who files a fourth appeal, the reasons for the students' three previous appeals will be considered when making a decision. The student’s progress within their academic program will be a determining factor on the rare occasion when a fourth appeal is allowed.

Circumstance(s) that Apply	Required Documentation (must include dates)
Severe illness, medical condition or Injury	Signed and dated letter from physician on office letterhead; legible copy of accident report.
Death of a family member	Death certificate and/or dated obituary from newspaper
Traumatic life-altering event such as fire, hurricane, etc.	Evidence of event, such as insurance claim or FEMA application
Military Assignment or reassignment	A Statement of Service signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters which shows your date of entry on your current active duty period and the duration of time.

A student’s appeal must explain the circumstances that prevented him/her from making SAP and the reasons for the basis of this appeal. The student must address the following:

1. What was the problem?
2. When did the problem occur?
3. How long did the problem last?
4. How did this affect his/her ability to complete coursework?
5. The steps taken to ensure that the minimum standards will be met at the next evaluation

Extenuating circumstances that **will not** be considered in an appeal include, but are not limited to, the following:

- Complaint about instructor/course/staff/college policy.
- Failure to study/immaturity.
- Childcare and/or transportation problems (ex. losing driver’s license due to excessive tickets).
- Failure to read, understand, and follow published Financial Aid and CCC policy.

Students who cannot meet the requirements for an appeal must reestablish Satisfactory Academic Progress through Reinstatement before regaining eligibility for assistance.

## **REINSTATEMENT**

Any student whose eligibility for financial aid consideration has been terminated due to unsatisfactory academic progress may re-establish eligibility once all satisfactory academic progress standards are met. This work may be at Coahoma or another institution or a combination thereof as long as the courses completed will apply toward the student's degree.

Students who have been suspended from financial aid (including those who have lost financial aid eligibility due to academic suspension) may seek reinstatement by achieving, **without the benefit of the aid from which they have been suspended**, both the cumulative 67 percent completion rate and required cumulative GPA required. Reinstatement may be requested for the term after this occurs.

Student with grade changes, after notifying Student Financial Aid of the grade change, including grades posted for incomplete courses, may regain eligibility should these changes result in satisfactory progress.

A student paying for tuition and fees through alternative funding not related to financial aid funds or sitting out for an academic term will not restore a student's satisfactory academic progress standing. Neither is sufficient to re-establish eligibility for financial aid funds.

## **PROBATIONARY STATUS**

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period. If at the end of the next evaluation period, a student on financial aid probation status:

1. Has met the institution's cumulative grade point average and completion percentage standards, **the student shall be returned to good standing.**
2. Has NOT met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid eligibility under a continued probationary status for one subsequent semester.
3. Has NOT met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student's financial aid shall be suspended immediately upon completion of the evaluation.

## GENERAL INFORMATION

Pell Grant: In general, a student must be enrolled in an undergraduate course of study to receive a Pell grant. A student who has received an associate degree or any certificate or diploma below the baccalaureate level and who enrolls in another undergraduate program continues to be considered an undergraduate student until she has completed the curriculum requirements for a first bachelor's degree.

Courses Not Required for Program of Study: A student cannot use courses that are not required in the student's program of study to change enrollment status. For financial aid purposes a student's enrollment status is as follows:

Number of Hours in Program of Study	Enrollment Status
1-5	Less than Half Time
6-8	Half Time
9-11	Three/Fourths Time
12+	Full Time

Repeated Courses: A student may repeat a previously "passed" course only ONE time. For this purpose, passed means any grade higher than an "F". A student may be repeatedly paid for repeatedly failing the same course. Thus, a student may repeat a previously "failed" course. Each attempt at repeating a course will count toward total hours attempted.

Transfer Courses: Transfer credits that count toward a student's current program will be counted as both attempted and completed hours. The grade will be calculated in the grade point average.

Incomplete Courses: Grades of incomplete will remain as "I" for a period of one semester or term. At that point, if the course has not been completed, the "I" becomes an "F." Incomplete courses will be counted toward total hours attempted and will be included in the grade point average.

Withdrawals: Withdrawal courses will be counted toward total hours attempted if a student remains past the add/drop period. Withdrawal courses are not calculated in the grade point average but are calculated in pace of completion.

College withdrawals (officially or unofficially) do not constitute progress and may have an adverse effect on a student's satisfactory academic progress. A student that withdraws from the college will be placed on academic/financial aid suspension and must successfully appeal before he /she is eligible to have their aid reinstated.

Unofficial Drop (N): An unofficial drop occurs when a student misses 6 consecutive days without officially dropping a class. Students will not receive federal funds for courses in which they have received a grade of (N).