

## SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAP) FOR FINANCIAL AID RECIPIENTS

*Lewis & Clark Community College has established qualitative (related to grades) and quantitative (related to time/progression) measures for evaluating the efforts of financial aid recipients pursuing an educational degree or certificate. An assessment of these efforts will occur after each Fall, Spring, and Summer term. Financial Aid Satisfactory Academic Progress (SAP) Standards are consistently applied to all students who are enrolled in an undergraduate program at all enrollment levels (i.e. Full-time -12 or more credit hours, Three-quarter-time - 9 to 11.5 credit hours, Half-time - 6 to 8.5 credit hours, and Less than half-time - 5.5 or less credit hours) and include the evaluation of successfully completed courses of grades A, B, C, D, PR, and S as well as Remedial courses, Repeats, Withdrawals, Incompletes, Failures and Transfer hours, even if federal student aid was never received. Standards apply to all attempted courses even for periods where federal student aid was not used. All attempted hours will be evaluated even if you change programs or pursue a second program; however standards will be calculated per semester on your primary program.*

### **1. In order to remain in Financial Aid Good Standing, students must meet the following criteria:**

Students must maintain a minimum **2.0** cumulative grade point average (CGPA). **Students must progress through their academic program at pace that will ensure they will graduate within the maximum timeframe of their program.** At the end of each semester and summer term, students must have earned at least **67%** of **all credit hours attempted** through that semester or summer term. **Students will be notified of Good Standing status via email at the end of each semester after grades are posted.**

2. Students who fail to meet the minimum grade point average requirement and/or the minimum pace of progression requirement will be placed on "**Warning**" for the next semester of enrollment. Students on **Financial Aid Warning** have one semester to meet the standards of academic progress. Failure to do so will result in ineligibility for financial aid in the next semester of enrollment, and students will be placed on "**Financial Aid Suspension**". **Students will be notified about Warning and Suspension statuses via email at the end of each semester after grades are posted.**

3. Students pursuing an associate's degree or certificate may attempt up to a 150% of that program's total credit hours for completion. For example, if a student is pursuing a degree that requires 60 credit hours, that student may attempt up to a maximum of 90 credit hours. **{ Attempted hours include completed courses, Remedial courses, Repeats, Withdrawals, Incompletes, Failures, and Transfer credits.** Students who cannot complete their program within the maximum timeframe or who exceed the maximum 150% time frame of credit hours attempted are placed on "**Financial Aid Suspension**"; and thus ineligible to receive financial aid at L&C. All attempted hours are counted towards this maximum timeframe even for periods of enrollment for which federal student aid was not received.

4. Students using financial aid may repeat a course in which a passing grade was not attained. However, multiple repeats will negatively affect a student's ability to maintain the 67% pace of progression and will count towards maximum timeframe as attempted credit hours. Earning a better grade in a repeated course will replace the former grade and thus positively affect a student's GPA, but both the former grade and new grade will count towards pace of progression and attempted credit hours. **Students can receive financial aid for one additional retake of a course if the course was previously passed the first time.**

5. **Withdrawals** (W grades) are counted towards attempted hours and affect a student's pace of progression. If a student fails to withdraw from a course by the published deadline, the course grade of F will be given by the instructor. F grades will count towards attempted hours and affect pace of progression and GPA. **Incomplete grades** are given at the discretion of the instructor for students who attended the majority of the course but have mitigating reasons why final assignments or exams were not successfully completed. An Incomplete is not counted as a completed course, is counted towards attempted hours, and affects a student's pace of progression. Failure to complete the requirements of an Incomplete grade by the end of the next term will result in a failing grade. For a grade that was once an Incomplete, once the course requirements are complete and a passing grade is achieved, a

student's SAP status will be recalculated at the end of the current term. However, both the incomplete and new grade will be counted as attempted credit hours.

**6. SAP Standards will not be calculated** for courses that students withdraw from before the College's tuition refund period deadline each semester or for students who have been granted a refund appeal by Enrollment Services. The last day for a student to withdraw from a course within the tuition refund period is the second Friday after the start of each term.

**7. Students on financial aid must enroll in courses that count towards his/her academic program.** These courses should follow published degree/certificate requirements, which may include general education requirements, electives, and/or prerequisite or remedial courses.

**8. Students who fail to meet the standards for financial aid eligibility and choose not to appeal may regain financial aid eligibility by bringing their overall pace of progression to 67% and GPA to 2.0. Taking a break in enrollment or enrolling in and passing courses without the use of financial aid does not reestablish eligibility. The only two ways in which a student can reestablish eligibility are to (1) take the steps to bring themselves in compliance with the set standards or (2) with an approved appeal that may contain an academic plan the student must follow.**

**9.** If an appeal is denied due to pace of progression and/or GPA, a student may continue to attend classes at the student's own expense but may regain financial aid eligibility by bringing his/her overall pace of progression to 67% and GPA to 2.0. If an appeal is denied due to exceeding the maximum timeframe of credit hours attempted for his/her program, a student may continue to attend classes at the student's own expense.

**10.** Students may appeal the suspension of financial assistance to the Financial Aid Committee documenting extenuating circumstances such as *medical illness (self or immediate family member), military call to duty, sudden change in employment hours, difficult pregnancy, death of an immediate family member, and other mitigating circumstances*. The Financial Aid Committee will assess the appeal along with documentation if submitted. Appeals should be turned in prior to the start of the term for which it applies but no later than 3 weeks into a term. Any appeals turned in after the deadline may be reviewed at the discretion of the Financial Aid Committee. Students will be notified in writing of the committee's decision.

***If a student appeals his/her financial aid suspension status to the Financial Aid Committee and the appeal is approved, the student will be reinstated for financial aid and placed on Financial Aid Probation for one semester. An academic plan will be developed for an approved appeal where the student is not able to meet the standards after their probationary semester to ensure the student will meet SAP by a specific point in time. Many students will be restricted in the number of credit hours taken in a semester, the minimum GPA that must be earned, and the types of courses that can be taken. The student must adhere to this academic plan to receive aid. In some cases the Financial Aid Committee may consult with Academic Advising concerning academic plans for a student's success. Once a student has been reinstated for financial aid through the appeal process, if the student successfully maintains a 100 percent semester pace of progression AND the minimum semester GPA required, while on the academic plan, the student will remain on Financial Aid Probation, though the cumulative GPA may still be below 2.0 and/or the cumulative pace of progression may still be below 67 percent. If a student does not continue to make progress by successfully maintaining a 100 percent semester pace of progression AND the minimum semester GPA required after his/her appeal approval, the student will again be placed on Financial Aid Suspension. An academic plan will not be developed for students who could potentially go back on Good Standing after their probationary semester.***

*Note: Your official L&C academic transcript may not reflect your total attempted hours for which Financial Aid Satisfactory Academic Progress (SAP) Standards are calculated. However, your total attempted hours are calculated electronically and are displayed on the SAP screen in your Financial Aid Self-Service account. SAP Standards are applicable to the following programs: Federal Student Aid programs, State Aid programs, and Veterans' Education benefits.*

*You can also access information on Satisfactory Academic Progress Standards in the Financial Aid section of the College's current Catalog.*