

**COMMUNITY COLLEGE OF VERMONT**  
**SATISFACTORY ACADEMIC PROGRESS POLICY**

*See also:*  
*Academic Standing policy*  
*Basic Skills policy*  
*Financial Aid policy*  
*SAP Appeal Process (attached)*

**April 1, 2004**  
**Revised: June 2, 2011**

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**POLICY**

Students who request Title IV Federal Financial Aid must progress towards their degree at a rate that meets both college and federal guidelines. Success in meeting qualitative and quantitative standards is called **Satisfactory Academic Progress**. Failure of the student to meet these objective standards may result in academic probation and/or the loss of eligibility for federal and state aid.

**PROCEDURE**

**1. Qualitative Standard – Grade Point Average**

Students must make academic progress as specified in the Academic Standing policy. They must maintain a cumulative grade point average (GPA) of 2.0 or better (1.75 GPA with fewer than 30 attempted credits) and satisfactorily complete 50% of the first twelve credits of basic skills courses. They also must complete 50% of basic skills courses attempted in any subsequent semester. Students not adhering to these standards are placed on academic notice. Based on the decision of the Academic Standing Committee, a student on academic notice for two successive semesters may be determined to be ineligible for Title IV financial aid.

**2. Quantitative Standard – Number of Credits Attempted and Completed**

Students must be able to achieve their degree within 150% of the credits needed to attain that degree. This includes all basic skills, withdraws, incompletes and non-passing courses. Note: Students are not eligible for more than 24 credits of remedial or developmental coursework; see Financial Aid policy for further discussion.

- a. Students must be successful in 16 of their first 30 credits. After attempting 31 or more credits, a student must complete 67% of all attempted courses.
- b. Students who completely withdraw during the add/drop period would not be included as attempted credits if financial aid is awarded under Return to Title IV requirements as a post withdrawal disbursement.

### **3. Transfer Credit**

- a. Qualitative: Grades obtained through integration of transfer credits will not be used in computing the student's CCV GPA.
- b. Quantitative: Only transfer credits used to satisfy the student's degree requirements will be counted as attempted and earned credits and will consequently decrease the overall eligibility for Title IV financial aid. The student will be allowed 150% of CCV credits needed to complete their degree.

### **4. SAP Review**

Student academic performance will be monitored after each semester. Although status letters may be sent out prior to a student actually being placed on warning, it is the student's responsibility to monitor his/her academic progress. Status letters based on the results of an evaluation will be issued, at a minimum, at the conclusion of each semester.

### **5. Warning**

- a. Students not meeting qualitative standards will be notified by letter that they are placed on academic notice as per the Academic Standing Policy.
- b. Students who are not meeting quantitative standards (pace) at the end of a semester are placed on warning. CCV may place a student on warning without an appeal or any other action by the student. Students on warning may continue to be eligible for financial aid for one semester after being placed on warning. Students who fail to make satisfactory academic progress after the warning period will have their aid eligibility terminated unless they successfully appeal and are placed on probation and an academic plan.

### **6. Termination of Aid**

Termination of Aid notices will be mailed to students who fail to meet established standards. Termination could occur as early as 30 attempted credits if a student hasn't been successful in at least 16 credits for a student pursuing a first associate's degree without any transfer credit. For a student who does transfer in a maximum of 45 credits, termination of aid could occur if the student does not satisfactorily complete 8 CCV credits.

### **7. Appeal to Reinstate Financial Aid Eligibility**

- a. A student whose financial aid has been terminated may submit an appeal for reinstatement to the SAP Appeals Board. Detailed procedure and timelines are attached to this policy.
- b. Appeals should include a description of circumstances which contributed to a student's lack of academic progress, the changes envisioned which will enhance future success, and a statement from the advisor supporting the student's plan to successfully complete his/her degree within the allotted time frame.

- c. The SAP Appeals Board will review and adjudicate on a case by case basis. If reinstatement is recommended, the student will be placed on probation for one semester, have an academic plan in place, and will generally be limited to those courses needed to complete the degree within the appropriate time frame (completion of degree or within 90 credits, whichever is less). Students who successfully appeal will be reviewed at the end of each semester to determine if SAP and academic plan requirements are being met.
- d. Reinstatement for federal aid will generally not be granted until a student has completed their basic skills requirements.

**CCV Appeal Process for  
Satisfactory Academic Progress  
Financial Aid Ineligibility**

Federal Financial Aid regulations extend financial aid eligibility only to students whose progress toward a degree is within the successful completion rate of less than or equal to 150%. This rate is derived by taking the student's total attempted credits and dividing by the student's total earned college level credits. Attempted credits are credits for which the student registered and attended at least one class meeting. The same Federal regulations also require that a college permit appeals made by individual students to reinstate their eligibility in extraordinary circumstances.

The Community College of Vermont has an appeal process that takes into consideration a student's pattern of completion throughout enrollment at CCV, extraordinary circumstances, and a very specific plan for completing a degree program. A student who wishes to appeal a financial aid eligibility decision must submit an appeal (see attached description) to a Financial Aid Appeals Board, consisting of the dean of students, academic dean and the director of financial aid (or their designees).

**Appeals must be received by the following schedule**

- July 1 for financial aid eligibility for the following fall semester
- December 1 for financial aid eligibility for the following spring semester
- April 1 for financial aid eligibility for the following summer semester

**Appeals should be sent to**

Financial Aid Office  
Community College of Vermont  
P.O. Box 489  
Montpelier, VT 05601-0489

**Appeals should contain**

In preparing and submitting an appeal, the student must include four pieces:

1. A letter detailing circumstances that resulted in financial aid ineligibility related to satisfactory academic progress and how those circumstances have changed;
2. An approved CCV Degree Plan;
3. Documentation of successful completion of the basic skills assessments; and
4. A specific semester-by-semester schedule of courses for completing the degree. This schedule assumes that all credits attempted will be completed with a grade of C- or better (no dropped/withdrawn courses, no incomplete courses, and no D, F or NP grades). The plan must be submitted with advisor approval.

The review of the initial appeal will consider the likelihood of successful completion based on the full packet submitted. If a determination is made to reinstate financial aid eligibility, that eligibility will be extended on a semester-by-semester basis pending a review of progress toward the approved degree plan. Decisions by the Appeals Board will be final.