

COMMUNITY COLLEGE OF VERMONT

SATISFACTORY ACADEMIC PROGRESS POLICY

See also:

Academic Standing policy

Basic Skills policy

Financial Aid policy

April 1, 2004

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POLICY

Federal regulations require that all students receiving federal financial aid make Satisfactory Academic Progress (SAP) to maintain eligibility for federal financial aid. SAP is reviewed on a semester-by-semester basis and measures both qualitative (GPA) and quantitative (pace/progression) standards.

PROCEDURES

1. Qualitative Standard – Grade Point Average

Students must maintain a cumulative grade point average (GPA) of 2.0 or better (1.75 GPA with fewer than 30 attempted credits). Federal SAP regulations do not allow for the recalculation of GPA under the College's Academic Forgiveness Policy.

2. Quantitative Standard – Pace and Progression

Students in a degree program who have attempted less than 30 credits must earn 53% of all attempted credits. After attempting 30 credits students must earn 67% of all attempted credits. Students in a certificate program must earn 67% of all attempted credits by the midpoint of their program.

3. Maximum Time Frame

The maximum time frame for students to complete their academic program may not exceed 150% of the published length of the program, measured in credits. For example, if an associate degree program requires 60 credits, the maximum time frame allowed to complete the program is 90 credits (60 credits x 150% = 90 credits).

4. Credit and Grades

Attempted credits include all credits registered for at the end of the add/drop period. Grades of A, B, C, D, and P count as earned credit. Grades of F, W, I, and NP do not count as earned credit. Courses with a notation of AU (audit) do not count as attempted or earned credit. Repeated credits are included in the total number of credits attempted,

but only the most recent grade received in the course will be included in the calculation of GPA and pace/progression. For students who have been approved for an additional degree, previously earned CCV credit affects GPA, but only those credits that apply to a student's new academic program will count as both attempted and earned when measuring pace/progression. Credit taken at other VSC institutions affects GPA, but only those credits that apply to a student's academic program will count as both attempted and earned when measuring pace/progression. Transfer credit applied to a student's program are counted as both attempted and earned when measuring pace/progression, and do not affect GPA. When students change academic programs prior to completing their CCV degree, all attempted credit will be counted towards the maximum time frame and pace/progression.

5. Financial Aid Warning

Students who do not meet SAP standards at the end of a semester are placed on financial aid 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. Financial aid warning is not applicable to students who cannot complete their program within the maximum time frame.

6. Financial Aid Suspension

Students who fail to make SAP after a warning period or who cannot complete their program within the maximum time frame will have their financial aid eligibility suspended.

7. Regaining Eligibility

Students may regain financial aid eligibility through a SAP Appeal or by meeting SAP standards without the use of federal financial aid.

8. Satisfactory Academic Progress Appeal

Students whose financial aid eligibility is suspended may appeal to have their financial aid eligibility reinstated. As part of the appeal, students must include a description of the circumstances which contributed to their lack of academic progress and how those circumstances have changed to allow them to be able to achieve and maintain satisfactory academic progress. Students must use the SAP appeal form which is available on the College's website.

The SAP Appeals Board, consisting of the Academic Dean, the Dean of Students, and the Director of Financial Aid (or their designees) reviews and adjudicates on a case-by-case basis. The SAP Appeals Board will consider the likelihood of successful program

completion based on the evidence submitted in the appeal. Decisions of the SAP Appeals Board are final.

9. Financial Aid Probation

Students who successfully appeal their financial aid suspension are placed on probation for one semester. Once the probationary period has concluded a student may re-establish their eligibility for financial aid by meeting SAP standards. If at the time of appeal students who are not able to meet SAP standards after a probationary period are placed on an academic plan designed to enable them to meet SAP standards by a specific point in time or take them to successful program completion. Students who successfully appeal the maximum timeframe will be placed on an academic plan. Students will continue to be eligible for financial aid as long as they continue to meet the requirements of their academic plan. Students must appeal to change their plan.

Definitions

- **Maximum Time Frame:**
150% of the published length of a student's academic program.
- **Financial Aid Warning:**
The status assigned to a student who is failing to make SAP. Financial aid eligibility is reinstated for one semester. Students are placed on warning without an appeal or any other action by the student. This status is not available to students who cannot complete their program within the maximum time frame.
- **Financial Aid Suspension:**
The status assigned to a student who is not able to complete their program within the maximum time frame or who have failed to meet SAP standards the semester after being on financial aid warning.
- **Financial Aid Appeal:**
The process by which a student who has failed to meet SAP standards appeals for reconsideration of eligibility for financial aid.
- **Financial Aid Probation:**
The status assigned to a student who is failing to meet SAP standards and who successfully appeals. Financial aid eligibility is reinstated for one semester.
- **Financial Aid Academic Plan:**
The status assigned to a student who successfully appeals and who requires more than one semester to meet SAP standards.