

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

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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 (SAP). Failure to meet these objective standards may result in academic probation and/or the loss of eligibility for federal and state financial 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 basic skills courses attempted in any 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. Students who are academically suspended or dismissed from the college are automatically recognized as failing to meet SAP standards.

2. Quantitative Standard – Pace and Progression

Students must be successful in 16 of their first 30 credits attempted. After attempting 31 or more credits, students must successfully complete 67% of all attempted credits. Students total credits attempted, including applicable transfer credits, cannot exceed 150% of graduation requirements. All transfer credits (accepted towards a program), basic skills, withdraws, incompletes and non-passing courses are counted as attempted credits. Any course a student officially drops before the end of the Add/Drop Period will not be included as credits attempted, even in the event that financial aid is awarded under Return to Title IV requirements as a post withdrawal disbursement. Note: Students are not eligible for more than 24 credits of remedial or developmental coursework; see Financial Aid policy for further discussion.

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). Students who have reached the maximum time frame or cannot complete their program within the maximum time frame will be ineligible for additional financial aid.

4. Transfer Credit

Non-VSC transfer credits accepted towards students' academic programs are counted as both attempted and earned when measuring pace/progression, and do not affect GPA. VSC credits that apply to students' academic programs are counted as both attempted and earned when measuring pace/progression, and do affect GPA.

5. Change in Academic Program

When students change academic programs all credits earned at CCV, plus any applicable transfer credit, will be counted towards the maximum time frame and pace/progression.

6. Warning

Students who do not meet quantitative and qualitative standards at the end of a semester are placed on financial aid warning. CCV may place a student on warning without an appeal or any other action by a student. Students on warning may continue to be eligible for financial aid for one semester after being placed on warning.

7. Financial Aid Suspension

Students who fail to make satisfactory academic progress after a warning period or who have reached or cannot complete their program within the maximum timeframe will have their financial aid eligibility suspended. Students may regain financial aid eligibility through successfully appealing to be placed on probation and/or an academic plan or by meeting SAP standards without the use of federal financial aid.

8. Financial Aid Appeal

Students whose financial aid is suspended may appeal to be placed on either probation or an academic plan. As part of an 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 be able to achieve and maintain satisfactory academic progress. The SAP Appeals Board will review and adjudicate on a case by case basis and decisions will be final. Detailed appeal procedures are attached to this policy.

9. Financial Aid Probation/Academic Plan

Students who successfully appeal their 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. Students who are not able to meet SAP standards after their 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. Note: 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 make SAP the semester after being on financial aid warning.
- **Financial Aid Appeal:**
The process by which a student who has failed to make SAP appeals for reconsideration of eligibility for financial aid.
- **Financial Aid Probation:**
The status assigned to a student who is failing to make SAP 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.

Process for Satisfactory Academic Progress Appeals

Students whose financial aid eligibility is suspended may appeal to have financial aid eligibility reinstated. Students who wish to appeal a financial aid eligibility decision must submit an appeal to the Satisfactory Academic Progress (SAP) Appeals Board, consisting of the Academic Dean, The Dean of Students, and the Director of Financial Aid (or their designees). The SAP Appeals Board will consider the likelihood of successful degree completion based on evidence submitted in the full SAP appeal packet.

If a determination is made to reinstate financial aid eligibility students are placed on financial aid probation for one semester. If it is determined that a student cannot meet SAP standards after the probationary period the student will be placed on an academic plan to enable them to meet SAP standards by a specific point in time or take them to successful program completion. Financial aid eligibility for students placed on an academic plan will be extended on a semester by semester basis pending a review of progress towards the plan. Decisions of the SAP Appeals board will be final.

Appeals must contain:

1. Demonstrated evidence of college-level skill readiness. If Accuplacer assessment scores are used to demonstrate college level skill readiness, the assessments must have been taken within the last three years
2. A course by course plan for the next two semesters
3. A detailed explanation of the circumstances that contributed to your lack of satisfactory progress and how these circumstances have changed to allow you to be able to achieve and maintain satisfactory academic progress
4. A Habits of Success reflection
5. A copy of your degree plan
6. A copy of your CCV unofficial transcript

Submit all required appeal packet documents to your CCV academic advisor. Please note that all written portions of the appeal packet must be typed.

The Satisfactory Academic Appeal packet can be found at <http://ccv.edu/pay/financial-aid/forms/>.