

Satisfactory Academic Progress

Federal regulations mandate that institutions of higher education establish both qualitative and quantitative standards of “satisfactory progress” for students receiving financial aid. Eligibility of Title IV aid is based on the maintenance of satisfactory progress in his or her course of study and is not affected by whether or not the student previously received such aid. In order to initially receive aid, all financial aid recipients are required to maintain satisfactory progress toward completing a degree, diploma, or certificate. Students are notified of the SAP policy in the JSCC catalog (2009-2011, page 59-60) and a copy of the policy is given to aid recipients with notification of each award letter. The following standards are applicable to all financial aid programs including the federally sponsored Title IV programs.

A. Institutional Policy

The academic progress of students who were enrolled prior to May 16, 1997 will be evaluated using the policy effective during that period (before the conversion to the semester system).

A probationary period of one semester (with financial aid) is given to students that re-enter the college if their only period of enrollment was prior to the effective date of the policy (May 16, 1997). Students must make satisfactory academic progress during the probation period to continue receiving financial aid.

1. Maximum Time Frame Limitation

The maximum time allowed for program completion is one and one-half times the number of program hours as outlined in the College catalog required of full-time students to complete a curriculum (e.g. 2 yrs. — 4 semester * 150% = 6 semesters). If the curriculum attempted has not been completed within the allowable time, then satisfactory progress is not being maintained and financial aid will be terminated.

The 150% rule is absolute and cannot be appealed.

- a. Each full time semester equals “1.00” semesters.
- b. Each semester in which the student registers for 9 to 11 credits equals “0.75” semesters.¹¹
- c. Each semester in which the student registers for 6 to 8 credits equals “0.50” semesters.
- d. Each semester in which the student registers for 1 to 5 credits equals “0.25” semesters.
- e. The time frame begins when the student first attends the college and continues until that student successfully completes a program of study regardless of the number of years that may lapse between enrollment periods.
- f. Since the time frame is cumulative, students may lose financial aid eligibility by switching programs, failing and or dropping classes before successfully completing the initial program.

- g. Credit hours for course incompletes, withdrawals or repeated courses will be counted as hours attempted toward the time frame.
- h. Developmental course work as determined by placement testing is not counted toward the maximum time frame (30 credit hours of developmental course work allowed).
- i. Transfer credits from other post-secondary institutions are counted toward the time frame.
- j. The maximum time frame can be calculated with length of program by credit hours (e.g. program—70 hrs required *150% = 105 hrs).

2. Quantitative Measurement (Credit Hour Completion)

Evaluations are made at the beginning of each Academic year. If a student has been on academic probation, his/her progress is reviewed at the end of each semester. Students must complete 67% of all credit hours in which he/she registered. Completed credit hours include: A, B, C or D. F, Audits, withdrawals, continued studies and incompletes are not considered a successful completion of course work. FA Students may not re-enroll for FA funds in courses in which they have received a grade of “CS”.

3. Qualitative Measurement (Grade Point Average)

At the end of each Academic year, the student’s academic progress will be reviewed to ensure that satisfactory academic progress is being maintained. SAP will be reviewed at the end of each semester for students in a probation period. All students must maintain a 2.0 grade point average (GPA). If not, he/she will be placed on academic probation. The recipient will be allowed to receive financial aid for only one semester after having been placed on academic probation. If the student does not make satisfactory academic progress during this probation period, financial aid will be terminated until his/her academic progress has been established as satisfactory. The qualitative requirement (grade point average) is absolute and cannot be appealed. However, exceptions may be made by the Financial Aid Officer in unusual circumstances.

B. Institutional Procedures

Other specific policies and procedures to be used in applying the satisfactory academic progress standards are outlined below:

1. Repeating Course work

Courses repeated which were previously completed with an acceptable grade toward the College’s graduation requirements will not qualify for repayment.

2. Transfer Credits

Transfer credits from other post-secondary institutions will be used only to determine quantitative satisfactory academic progress.

3. **Readmission**
If a curriculum student is suspended academically all prior classes are considered to determine GPA and CR. Students admitted to a new program are subject to the 150% maximum time frame based on the enrollment date in the initial program of study.
4. **Summer School Attendance**
A student who does not meet the academic requirements for aid eligibility at the end of the academic year may attend summer school (without financial aid) in order to make up the deficiencies.
5. **Reinstatement of Financial Aid Eligibility**
Should a student have his/her financial aid eligibility terminated from failing to meet the quantitative and/or qualitative satisfactory progress definition, termination will continue until the student enrolls for subsequent academic terms at his/her own expense, completes the term, and satisfies the satisfactory progress definition. Once the satisfactory progress definition is met, eligibility is reinstated for the subsequent academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals approved. Retroactive payments of financial aid for semesters when students were on suspension are prohibited by federal regulations.

C. **Appeal Process for Financial Aid**

Students with mitigating circumstances are encouraged to use the appeals process. The circumstances being appealed must be properly documented and will be evaluated by the Financial Aid Officer. This policy pertains specifically to financial aid recipients and is not generally applicable to continued enrollment without financial aid since determinations regarding academic standing are made according to other institutional policies. Financial Aid recipients need to follow the non-academic appeals process on page 79 of the 2009-2011 JSCC Catalog. Please note that the steps for number one are outlined below.

1. **Step One:**
 - a. The Director of Financial Aid shall inform the student in writing of financial aid termination.
 - b. If the student desires to appeal the termination of financial aid, a written request must be submitted to the Financial Aid Officer within five school days of the date of the letter informing the student of the termination. The student must give the reasons why he/she did not make satisfactory progress and why financial aid should not be terminated (examples: extended illness, hospitalization, accident). Written documentation to support the appeal is required.

- c. The Financial Aid Officer will review the appeal to determine whether or not termination of aid is justified. The student will be advised in writing of the decision.
- d. Refer to Page 79 of the 2009-2011 JSCC Catalog for additional steps in the appeals process.

WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION YOU MAY BE FINED, SENTENCED TO JAIL, OR BOTH.