



## **OFFICE OF STUDENT FINANCIAL ASSISTANCE SATISFACTORY ACADEMIC PROGRESS POLICY**

Regulations, as established by the United States Department of Education in October of 1983, require Luna Community College to develop and apply a consistent standard to measure the academic progress of its financial assistance applicants. This policy will be applied consistently to all financial assistance applicants, whether or not student financial assistance was previously received and will be measured both on qualitative and quantitative standards for **all** semesters attended at LCC. This policy also stresses the importance of Satisfactory Academic Progress (SAP) and consequences of not performing well academically. In addition, it explains what constitutes "Warning Status", "Suspension Status", and "Probationary Status", how the student may appeal his or her status, and the possibility of reinstatement of assistance. To ensure students make progress toward completion of a program, both in terms of number of hours completed and cumulative GPA, Luna Community College will utilize the following satisfactory progress policy effective for periods of enrollment beginning on or after July 1, 2011.

**ELIGIBILITY FOR FINANCIAL ASSISTANCE:** It will be the policy of LCC to provide financial assistance awards to students who remain in good academic standing and who are making satisfactory academic progress toward the completion of their degree or certificate. LCC's SAP policy specifies that by the end of the second academic year (measured as a period of time, not by grade level) students must have a "C" average to remain eligible for student financial assistance. Progress will be monitored after grades have posted for each fall and spring semester, as well as the summer session.

**QUALITATIVE AND QUANTITATIVE ACADEMIC PROGRESS REQUIREMENTS FOR CONTINUED FINANCIAL ASSISTANCE:** Students will be considered in good standing and making academic progress if they maintain at least a 2.0 cumulative GPA ("C" average) and successfully complete at least 80% of the total number of cumulative credit hours attempted (Pace of Completion), provided that the student is enrolled.

A letter grade of U, I, W, or F does not constitute successful completion and may affect eligibility for financial assistance in terms of hours completed and in some cases GPA. Additionally, it is the student's responsibility to bring to the LCC Office of Student Financial Assistance official notification from the Registrar of all grade changes that occur to his or her transcript after the official posting of grades for the semester.

Students will be notified in writing if he or she has been placed on a Warning, Suspension, or Probation Status within twenty (20) days after the term is completed. Appeals should be submitted by priority deadlines to ensure adequate processing time for the committee.

### **WARNING STATUS**

Students may have one semester in which the overall minimum standards required for Satisfactory Academic Progress (2.0 cumulative GPA or 80% Pace of Completion) are not achieved. If this situation occurs, the student will be placed on a Warning Status for **ONE** semester. During this Warning period, the student must take corrective measures to meet the minimum SAP requirements by the end of that semester. It will be assumed that any student who receives financial assistance while on a "warning status" has knowledge of his or her status and understands the stipulations required. Failure to fulfill the "Warning Status" stipulations will result in Financial Aid "Suspension status".

### **SUSPENSION STATUS**

A student who falls below the required qualitative or quantitative standards twice in a row will be placed on "Suspension Status". LCC students may appeal the suspension status to the Office of Student Financial Assistance where it will be reviewed by members of the Appeals Committee. The Financial Aid Appeals Committee is a group that assist in the review of Financial Aid appeal cases. The committee will consider all pertinent information, including academic grades and any extenuating circumstances while reviewing the appeal. The Financial Assistance Committee's appeal decision will be considered as FINAL and the student will be notified in writing. Students who submit an appeal and are subsequently reinstated will be placed on Financial Aid Probation or on an Academic Plan.

### **PROBATIONARY/ACADEMIC PLAN STATUS**

A student will be placed on Probation if he or she successfully appeals after being on Financial Aid Suspension. Probation will be granted only when the Appeals Committee has determined that the student should be able to meet the minimum SAP requirements by the end of the next semester enrolled. If the student would still not be able to meet the SAP requirements in this period, the student would be required to follow an Academic Plan while on probation. The Academic Plan would outline specific stipulations for continued progress and a date of expected achievement of the minimum SAP requirements would be stated. The student would continue to be eligible for Financial Aid as long as the terms of the Academic Plan were being met. Failure to fulfill a probation agreement or follow an outlined Academic Plan will result in "Financial Aid Suspension" and possible denial of further financial assistance. Students who are denied financial assistance due to a

lack of satisfactory academic progress are ineligible for financial assistance until meeting the required cumulative 2.0 GPA and 80% Pace of Completion. For additional questions on the Financial Assistance Committee or the appeal process, please contact the Office of Student Financial Assistance.

**FINANCIAL ASSISTANCE TIMEFRAME:** Students attending LCC who are enrolled and accepted into a program of study measured in credit hours will be eligible to receive financial assistance for a period no longer than 150% of the published length of the program. For instance, if the published length of an academic program is 45 credit hours, the maximum timeframe established by the school must not exceed 68 attempted credit hours (45 x 150%). Students will be placed on Suspension once they have reached 125% of their timeframe in order to monitor their progress towards the completion of their respected program/degree. An appeal and a degree check will be required in order to assist in determining whether the student will be able to successfully complete the remaining courses required before reaching the 150% maximum timeframe.

- If it is determined that the student would not be able to complete all courses required before reaching the 150% maximum timeframe, the student will be deemed ineligible for any future financial aid.
- If it is determined that the student does have enough remaining eligibility to cover all remaining courses required, the student would be reinstated and would only be eligible for Financial Assistance for the courses outlined on the degree check.

**Please be aware that changing a program of study may affect eligibility for financial assistance. Luna's school policy does not exclude credits and grades that do not count toward the new major. ALL Attempted hours will be used in the satisfactory progress determination, INCLUDING Hours attempted while enrolled in Dual Credit or Concurrent courses as well as hours attempted while not receiving Financial Aid.**

**TRANSFER STUDENTS:** All transfer hours from another institution that are accepted for credit and posted to the student's transcript file at LCC will be considered part of the financial assistance timeframe outlined above as both Attempted Hours and Hours Earned. In addition, grades accepted from a previous school may be included in the qualitative measure of academic progress.

**DROPS AND WITHDRAWALS:** Pace of Completion for students who drop courses within the designated Add/Drop period for Luna will not be affected. Students who **withdraw\*** from courses beyond the Add/Drop period for the semester or summer session and do not complete at least 80% of all hours attempted will be placed on a Financial Assistance "Warning" status but will remain eligible for aid if they were previously making Satisfactory Academic Progress (SAP). If they were not meeting the minimum SAP requirements in the previous term, they will be placed on Financial Aid Suspension.

**\*Students who receive ALL Fs, Ws, Us or a combination of any of these for any semester will automatically be placed on SUSPENSION and be required to complete an appeal form in order to be considered for reinstatement.**

**REPEATED COURSES:** A student will be allowed to repeat a passed course once and still receive financial assistance. Students may not be allowed to receive financial assistance for passed courses taken more than twice.

**REMEDIAL COURSES:** LCC will allow students to enroll for remedial courses and consider not more than one academic year or thirty hours (whichever is less) worth of credits. However, a student generally may not receive financial assistance for remedial course-work by itself. The student must be enrolled in an eligible program, and the remedial coursework must be necessary for the student to pursue his or her program of study. These hours will still be counted in the student's overall attempted hours.

**PROGRAM OF STUDY:** Students will be required to follow their program of study to remain eligible for financial assistance. Classes that deviate from the student's program of study, for leisure or to merely fill a full-time schedule, will be excluded from Financial Aid eligibility. However, these classes will still be included in the maximum timeframe calculation. Students who choose to change their program of study may continue to be eligible for financial assistance if the timeframe of the new program has not already been exceeded, and they must be able to complete a certificate or degree within the allowed timeframe while including all hours previously attempted.

**PURSUIT OF AN ADDITIONAL PROGRAM:** Once a student receives his or her first certificate or degree within our established time frames, he/she may pursue another certificate or degree. Students may be eligible to receive assistance for a total of 120 hours if he or she is progressing satisfactorily. All credit hours previously attempted will affect the maximum timeframe to complete the new program. All grades previously attempted will be used in the qualitative measure of academic progress. Students who are pursuing an additional program may need to file an appeal with the Financial Assistance Committee.

\* A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program.

❖ **INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE AT ANYTIME.**