



OFFICE OF STUDENT FINANCIAL ASSISTANCE

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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, regardless of receiving student financial assistance previously, 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 and Suspension statuses, how the students may appeal their 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 with the SAP evaluation at the conclusion of the Fall 2023 semester.

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. Students must maintain 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 67% 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 will be the responsibility of students to bring to the LCC Office of Student Financial Assistance official notification from the Registrar of all grade changes that occur to their transcript after the official posting of grades for the semester.

Enrolled students will be notified of the SAP evaluation results. 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 67% 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.

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 SAP Appeal deadline is the second Friday of the semester.** 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 an Academic Contract.

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 67 attempted credit hours (45 x 150%, rounded down). Students will be placed on Suspension once they have reached 150% of their timeframe.

APPEAL CONTRACT STATUS

For approved appeals, students will be placed on an Academic Plan. 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 if the terms of the Academic Plan are being met. Failure to 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 67% Pace of Completion. For additional questions on the appeal process, please contact the Office of Student Financial Assistance.

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.

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 67% of all hours attempted will be placed on a financial aid warning status and 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.

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.

PROGRAM OF STUDY: Students will be required to follow their program of study to remain eligible for financial assistance. Classes that deviate from a 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 the established timeframes, the student may pursue another certificate or degree. 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.