

FINANCIAL AID OFFICE
SATISFACTORY ACADEMIC PROGRESS

The standards of Satisfactory Academic Progress (SAP), including Satisfactory Progress and Pursuit of Program, for federal financial aid eligibility are the same as the College's standards for matriculation as per the SCCC Academic Code. The academic status of a matriculated student is determined by the total credit hours attempted, semester and cumulative grade point averages, and the number of credit hours completed as prescribed by the Academic Standing Tables. Such determination will be made at the end of each semester/payment period. The student's status will be indicated on the student's transcript.

Effective for 2011-12, the following are the requirements for a student to make SAP:

Satisfactory Academic Progress

A matriculated student is considered to be in Satisfactory Academic Progress (SAP) at the end of a term and for the subsequent term if the student meets the criteria for Satisfactory Progress and Pursuit of Program. These standards are cumulative and include ALL terms of the student's enrollment even if federal financial aid was not received for all terms.

Satisfactory Progress

A student is considered to be making Satisfactory Progress if he/she maintains a cumulative G.P.A. above the level of dismissal defined in the table below.

<u>Total Credit Hours Attempted</u>		<u>Dismissal Cumulative G.P.A.</u>
0-11		0.00
12-23	Below	1.00
24-35	Below	1.50
36-47	Below	1.80
48 and above	Below	2.00

Total credit hours above include all credit hours attempted in residence at Schenectady County Community College. In addition, applicable transfer credits are included in the Total Credit Hours attempted, but they are not included in the calculation of the G.P.A.

Pursuit of Program

A student is considered to be in pursuit of program if he/she has successfully completed the specified number of hours within each category as indicated in the table below. These are the credits at which the student must progress through their program to ensure that they will graduate within the maximum timeframe. Successful completion is defined as receiving a grade of "A," "B," "C," "D," "I," or "P" for any course taken in residence (including the corresponding plus/minus grades).

<u>Total Semester Hours Registered</u>	<u>Minimum Number of Semester Hours Required to be Successfully Completed</u>
0-22	0
23-35	12
36-47	21
48-59	30
60-71	42
72-83	54
84 and above	66

When a student has not met the requirements of Satisfactory Academic Progress he/she will be dismissed from his/her degree program and will lose all eligibility for federal, state, and institutional financial aid (grants, scholarships, and loans) unless the student is on Academic Warning or Academic Probation.

Academic Warning

If a review at the end of a term determines that the student does not meet the requirements of Satisfactory Academic Progress, the student will be placed on Academic Warning for one term (fall, spring or summer). During the Academic Warning period, the student is limited to enrollment of no more than 13 credits. A student who is on Academic Warning is eligible for federal financial aid (Pell Grants, student loans), but the New York State TAP Grant may have different criteria. A student who does not meet the SAP standards after the warning period will be academically dismissed unless he/she successfully appeals and is placed on Academic Probation. A student who is academically dismissed is not eligible for any federal or state financial aid.

Appeal Process

If a student fails to make Satisfactory Academic Progress (SAP) after the Academic Warning term, he/she may file an appeal on the basis of: injury, illness, the death of a relative, or other special circumstances with appropriate documentation. The appeal must explain why he/she failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation. A record of the appeal and the final determination will be maintained in the student's file.

The Readmission Committee will review the student's appeal and special circumstances. If the appeal is granted, the student will be considered to be making satisfactory academic progress and he/she will be given the status of Academic Probation. The student will be reinstated to a matriculated status in a degree or certificate program, and he/she will be eligible for Federal Financial Aid. New York State awards may have other criteria for reinstatement. An academic plan can be developed that would ensure that the student will be able to meet the College's SAP standards by a specific point in time. The College will review the student's progress at the end of one payment period. If the student is meeting the

requirements of the academic plan, the student is eligible to receive Title IV federal financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Academic Probation

A student who does not meet the Satisfactory Academic Progress (SAP) standards after the warning period is academically dismissed. The student will have to submit an appeal for readmission and an academic plan to the readmission committee. The academic plan must be developed with the assistance of an academic advisor and will outline the progress the student will need to obtain in order to meet the minimum standards of SAP. If an appeal is approved, the student will be given the status of Academic Probation for one term (fall or spring).

If the student fails to meet the standards of SAP or to meet the conditions outlined in the academic plan at the end of the term in which he/she was readmitted, the student will be academically dismissed. A student who is academically dismissed is not eligible for any financial aid.

Required "C" Average After Second Year

Federal regulations require that a student has a "C" average after his/her second academic year. The student must have a GPA of at least 2.0 or have academic standing consistent with the College's graduation requirements. Second academic year status is defined as a student having attempted 48 credits or more not including remedial classes.

Maximum Time Frame for Completion

Federal regulations require a maximum time frame for completion of a degree or certificate program not to exceed 150% of the normal requirements of that program. All terms of the student's enrollment count when assessing the maximum time frame even terms in which the student did not receive federal financial aid funds.

For Title IV federal financial aid purposes only, the College has defined a maximum number of attempted hours for completion of a two year degree to be 90 credits or 150% of the required credits for that particular degree. The maximum number of attempted hours for a one year certificate is 45 credits or 150% of the required credits for that particular certificate.

The College will review each student's eligibility at the end of each term. If the student has attempted less than 150% of the course work at that time, including accepted transfer credits and not including remedial classes, he/she will be considered to be making SAP, and he/she will be eligible for federal financial aid for the following semester. If due to withdrawals, failed courses, etc. the student has exceeded the maximum number of attempted credits for his/her program, he/she will no longer be eligible for federal financial aid at SCCC unless an appeal of the maximum time frame has been approved.

For the purpose of determining a student's current status for the maximum time frame for completion only, the following criteria will be used in the evaluation of the student coursework:

Remedial Courses

If after individual testing and evaluation a student is required to take non credit remedial course work (CSS courses) those courses will not be counted in the 150% maximum number of attempted credits based upon the individual circumstances of the student.

Repeated Courses

If a student repeats a course, the course will count in the maximum number of attempted credits each time the course is taken.

Courses Dropped in a Refund Period

If a student drops courses in the 100 percent, 75 percent or 50 percent refund periods, those courses will not be included in the count of credits attempted.

Student Appeal of Maximum Time Frame

A student who has exceeded the maximum time frame may appeal that status if he/she believes that there are special circumstances. Examples of special circumstances would be: injury, illness, death of a relative, or other special circumstances. A student may submit an application for appeal, with supporting documentation, to the Financial Aid Office. The Financial Aid Office will notify the student of the outcome of the appeal, and if he/she will be eligible for any additional time.

If a student changes his /her degree program or graduates and requests another degree program, his/her coursework will be evaluated to determine the credits that do not count toward the new major or program. After a degree audit has been completed, the count of credits attempted will be reset based upon the credits completed that satisfy requirements in the new degree program. For example, if a student has attempted 60 credits but only 30 earned credits (including transfer credits) will satisfy requirements in the new degree program, then the count of the attempted credits will be reset from 60 to 30. The student in this example would have a new maximum of 60 additional credits to complete the new degree program.

A student whose credits attempted in the new degree program have been reset will have a maximum cap of 120 credits attempted (or the 200% equivalent) to complete all degree requirements at this College. This will count all credits attempted in any degree program at the College other than non credit remedial courses. If a student cannot complete the new degree program in the designated time period, the appeal for maximum time frame will not be approved.