

# **SATISFACTORY ACADEMIC PROGRESS POLICY** **(FOR TITLE IV PROGRAMS)**

**REVISED JANUARY 2017**

## **What is Satisfactory Academic Progress, anyway?**

YCCC believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. The College also requires that all financial aid recipients make satisfactory academic progress toward a degree, or certificate, to remain in good standing. Additionally, federal and state laws require that recipients of federal or state financial aid (including grants, loans, and work study employment) **meet the minimum satisfactory academic progress measures to remain eligible for financial aid**. Satisfactory academic progress (SAP) also applies to institutional aid awarded to students.

***The following two SAP standards are required of all financial aid recipients...***

### **Part 1. SAP Qualitative Measure of Progress (GPA)**

A student's academic standing is part of the institution's SAP process. As part of measuring the federal Qualitative measure, the College utilizes its *Academic Standing* policy found in the Academic Information part of the college catalog. A student is considered to have met the qualitative measure if he/she is NOT on Academic Dismissal. A student meeting YCCC's minimal GPA standards, or on Academic Probation, is considered to have met the qualitative measure. A student who receives a grade of "Pass", the student is considered having completed the course with "C" level work or better

A readmission after dismissal, however, does not automatically guarantee the student's reinstatement of financial aid. Both qualitative and quantitative measures must be met, or successful SAP appeal must be approved, before financial aid can be reinstated."

### **Part 2. SAP Quantitative Measure of Progress**

#### **A. Required Completion Percentage.**

Financial aid recipients are required to complete a minimum of 67% of their cumulative/attempted credits. Students who meet the 67% cumulative completion percentage will be deemed to have met this measure. For the purposes of this measure, "attempted credits" include: Credits attained as a result of *Assessment of Prior Learning Options* (in College Catalog), consortium credits, transfer-in credits, remedial credits, repeated credits, credits with letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, F, AF, W, I, and NP. Audited courses (AU) are not counted in this measure. These are included in the calculation of cumulative credit completion percentage. First-time students with less than 11 attempted credits are not negatively impacted by this measure.

**B. Maximum Time Frame.** Financial Aid recipients are expected to complete their degree, or certificate within an acceptable time frame. Funding will only be granted for up to 150% of the published credit length of the student's program major.

### **Part 3. SAP Evaluation Period**

The financial aid awarding cycle follows a fall-15 week term, spring-15 week term, and summer-up to 12 week term in the academic year. The Financial Aid Office evaluates Satisfactory Academic Progress at the end of each fall, and spring term; the ensuing summer is evaluated at the end of next fall term.

#### **Part 4. Failure to Meet SAP Standards**

**A. Maximum Time-Frame (150%).** If at the end of the term a student has exceeded the standard for measurement of maximum time frame (equal to 150% of their program length), the student will be placed on **financial aid suspension**.

**B. Financial Aid Warning.** A student who fails to meet both the Qualitative and Quantitative measures at the end of a given term will be placed on **financial aid warning** for the subsequent term of attendance. The student may receive financial aid for that subsequent term.

**C. Financial Aid Suspension of Students on Warning Status.** If a student that is on *financial aid warning* status has not met both the Qualitative and Quantitative measures by the end of the term of *warning*, he/she will be placed on **financial aid suspension**, and will not be eligible for financial aid for subsequent terms.

**D. Financial Aid Probation of Students on Suspension Status.** If a student is placed on *financial aid suspension* and is successfully granted an appeal (see appeals process below), he/she will be placed on **financial aid probation** for the subsequent term of attendance and may receive financial aid for that subsequent term; however, as part of the approval, some conditions of reinstatement may be imposed. If the student doesn't meet the conditions of the probation, he/she may be placed on **financial aid suspension**, and lose financial aid eligibility.

**E. Regaining Eligibility For Financial Aid.** Removal from financial aid does not prevent students from enrolling without financial aid, so long as other acceptable payment arrangements are made with the College. Until such time that the student meets both Qualitative and Quantitative measures, financial aid will remain suspended. Financial aid reinstatement may be considered if the student can prove that he/she has passed 9 credits with a grade of C or better, so long as the credits relate to the degree, or certificate. **The student must consult the Financial Aid Office for consideration/review.**

**F. Notification.** The College will notify a student in writing any time they are placed on a warning or probationary status. If a student is suspended, he or she will be mailed a certified letter with information on how to appeal the suspension status.

#### **Part 5. Appeals**

A student who is financially suspended has the right to appeal. Appeals are based on unusual or extenuating circumstances such as:

- Illness or injury to the student or close relative.
- Death of an immediate family member or close associate.
- Other unusual mitigating circumstances.

**All appeals must be submitted in writing and have documentation!**

The appeals form can be printed from the Financial Aid section our web site under "Financial Aid Form" and must be submitted within 10 business days of the notification of *Financial Aid Suspension*. The Dean of Students will review appeals weekly or as demand necessitates, and appeals will be emailed to the student immediately following a decision. This decision is final. If Granted an appeal, the student may not use the same reason for additional appeals.

#### **Part 6. Just A Few More Things...**

**Repeated Courses:** A student may receive financial aid for repeating courses. However, if retaking a previously passed course (D- or better), financial aid can only be used for one repeat of that particular course. Students may continue receiving aid for a failed **or withdrawn** course until a passing grade is earned.

***The Financial Aid Office may have to adjust your enrollment status once the term has already started (after drop period), thereby changing your eligibility.***

**Remedial Courses:** A student may receive financial aid for remedial courses that will directly assist them attain their current degree, or certificate. These courses are also referred to as developmental courses or pre-college courses.

**Consortium Credits:** A student may only receive financial aid from one institution during a specific term. YCCC financial aid recipients may receive financial aid for a course held at another institution if said course is directly transferred into the YCCC degree, or certificate program. A form is available in Student Affairs for this process as it **should be completed 30 days prior to the start of the off-campus course.**