

The Office of Financial Aid at Edison State Community College administers student financial aid programs from federal, state, institutional, and external sources. The U.S. Department of Education requires schools to develop and implement policies by which academic progress is evaluated and monitored for all students, even those who did not receive financial aid at Edison State Community College.

Students must meet Financial Aid Satisfactory Academic Progress (SAP) requirements to receive federal Title IV aid. **The aid programs affected by the Satisfactory Academic Progress Policy are:**

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Work-Study Program
- Federal Subsidized and Unsubsidized Direct Loans
- Ohio College Opportunity Grant
- Tuition Waivers
- Some Institutional Scholarship Awards

This policy describes the **Financial Aid** Satisfactory Academic Progress requirements and is in addition to and operates separately from the **Academic** Satisfactory Progress requirements.

**SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

1. All students must maintain a minimum of 2.00 cumulative academic grade point average (CGPA).
  - Refer to the Academic Catalog to determine how the CGPA is calculated.
2. All students must successfully complete 67% (2/3) of all cumulative attempted credits which is the outlined minimum pace of progression.
  - Course grades of A, B, C, D, S, will be considered attempted and successfully completed.
  - Course grades of F, U, FUW, UW, W, I, IP, GNS will be considered attempted and unsuccessfully completed.
  - Transfer credits will be considered attempted and successfully completed.
  - Amnesty credits will be considered attempted.
    - Amnesty grades of XA, XB, XC, XD, XS will be considered successfully completed.
    - Amnesty grades of XF, XFUW, XUW, XU, XW, XI, XIP will be considered attempted and unsuccessfully completed.
  - Developmental courses will be considered as attempted credits.
  - Repeated courses will be considered as additionally attempted credits.
  - Percentages will **not** be rounded up.

**Pace of Progression - Example A:**

Semesters Attended	Semester Attempted Credits	Total (Cumulative) Attempted Credits	Semester Successfully Completed Credits	Total (Cumulative) Successfully Completed Credits	% of total attempted credits (Total completed/Total attempted)	Minimum pace of progression met?
First	4	4	4	4	100%	YES
Second	12	16	7	11	68%	YES
Third	6	22	3	14	63%	NO

In example A, the student completed 67% or more of the total attempted credits in the first and second semesters. However, in the third semester the student has only completed 14 of 22 cumulative hours-this equals 63% completion. 63% completion does not meet the minimum pace of progression requirement.

### Pace of Progression - Example B:

Semesters Attended	Semester Attempted Credits	Total (Cumulative) Attempted Credits	Semester Successfully Completed Credits	Total (Cumulative) Successfully Completed Credits	% of total attempted credits (Total completed/Total attempted)	Minimum pace of progression met?
Transfer Credits		12		12		
ESCC previously attempted Credits	10	22	8	20		
First	10	32	4	24	75%	YES
Second	12	44	5	29	65%	NO

In example B, the student brought in 12 transfer credits. The first semester the student completed 24 out of 32 cumulative hours. This pace of progression is 75%. However, in the second semester, the student successfully completed 29 out of 44 cumulative hours. This is 65%, which does not meet the minimum pace of progression requirement.

- All students must complete their degree within 150% of the credit hours required for their officially declared degree (150% rule).
  - The credit-hour maximum will include all credit hours attempted.
  - An “ineligible” status will be assigned when the student has attempted 150% or more of the credits required for their program.

## ADDITIONAL INFORMATION

### Incomplete (I) Grades and Grade Not Submitted (GNS)

An “I” grade indicates that the student has not yet completed the course and, therefore, will not be considered successfully completed. If an “I” or “GNS” grade is later changed to a grade denoting successful completion, the change will be caught in the next SAP review.

If the SAP ineligible student believes the changed grade will bring them back in line with the SAP policy, they may submit an appeal requesting review of eligibility. (See Appeal form for guidance.)

## TRANSFER STUDENTS

Transfer students will initially be eligible for federal and state aid (if applicable) and must then continue to meet the satisfactory progress requirements of Edison State’s policy.

## OTHER

- Federal and state aid may not be used for audit or non-credit courses.
- Federal aid may be used for developmental courses up to a maximum of 30 credit hours.
- Any successfully completed class may be repeated only once using federal or state aid.
- Any unsuccessfully completed class may be repeated until successfully completed. It should, however, be noted that continuous repeats impact SAP status. Be advised: developmental courses are limited to a total of 30 credit hours. Continuous repeats may be denied in a SAP Appeal review.
- To ensure accurate program-specific credits are used in the SAP review, a financial aid student should officially declare only one degree at a time.

### Financial Aid Statuses and what they mean:

Students’ satisfactory academic progress will be monitored at the end of each semester for which the students receive applicable aid to determine if all three of the Satisfactory Academic Progress (SAP) Requirements have been met. Students will be notified of their evaluation outcome via Edison State email only.

Financial Aid encourages students to meet and speak with an academic advisor for clarification of SAP statuses.

## **TO REGAIN ELIGIBILITY IF SAP ELIGIBILITY IS LOST**

Students may submit a completed Satisfactory Academic Progress Appeal form explaining the reasons for not meeting the Satisfactory Academic Progress Requirements and provide all appropriate documentation. (See Appeal form for guidance on required documentation.) The written appeal will be reviewed. If the appeal is accepted, SAP eligibility will be reinstated.

## **IF SAP APPEAL IS APPROVED**

The Financial Aid Office will review each student with an approved appeal at the end of each semester to determine if the student has met all specified criteria in the approved appeal. As long as the student continues to meet the SAP appeal criteria and still does not meet SAP for the same initial reason the appeal was submitted, they will be automatically approved for aid for the next semester. No new SAP appeal must be submitted.

**For Example:** *For the fall semester, John B. Student did not meet SAP requirements due to a low cumulative GPA. John submitted an appeal for the spring semester that was approved with the stipulations that he successfully completes all classes he enrolls in. At the end of spring semester, John's cumulative GPA is still below the required 2.0 even though he completed all of his classes, so he does not have to submit a new SAP appeal for the next semester. He will automatically be approved with the same stipulations.*

However, if a student fails SAP due to a **different** SAP requirement than the prior appeal, a new appeal must be submitted.

**For example:** *For the fall semester, Susan A. Student did not meet SAP requirements due a 57% pace of progression (completion rate of all classes attempted) and had an appeal approved for the spring semester. At the end of the spring semester, Susan's pace of progression is still below the required 67%, but her cumulative GPA is now 1.8 which is below the required 2.0. Susan must submit a new SAP appeal for the next semester.*

## **IF SAP APPEAL IS NOT ACCEPTED**

Students must bring themselves back in line with the SAP requirements without the use of applicable aid. Upon once again meeting the SAP requirements or paying out-of-pocket for a minimum of 6 credit hours, students may submit a SAP Appeal requesting review of the SAP status and SAP eligibility for aid. (See Appeal form for guidance.)