The Financial Aid Office of 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 awarded 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.

## EVALUATING SATISFACTORY ACADEMIC PROGRESS

The standards against which all federal and state aid recipient students are measured include Qualitative, Quantitative, and Maximum Time Frame. The academic record of all students is reviewed after the end of each term. The academic record review is cumulative and includes all courses taken. After the evaluation, emails to the student Edison State accounts and letters will be sent to all students regardless of outcome.

## REQUIREMENTS

1. All students must maintain a minimum of 2.0 cumulative academic grade point average (CGPA).
2. All students must successfully complete 67% (2/3) of all cumulative attempted credits which is the outlined minimum pace of progression.
3. All students must complete their degree within 150% of the credit hours required for their officially declared degree (150% rule).

## QUALITATIVE STANDARD

Cumulative GPA is composed of all coursework at Edison State Community College and is calculated by the Registrar's Office. A student's grade point average (GPA) is determined by dividing the total points (points = credit hours x the numerical value of the grade) by the total credit hours attempted. Developmental credits do not count in the calculation of cumulative GPA for academic purposes. They do count for the calculation of pace of progression or qualitative hours and maximum time frame for Financial Aid Satisfactory Academic Progress.

An example of this computation can be seen below.

| Course | Credit Hours | Grade | Points | Product |
|---|---|---|---|---|
| **Personal Computer Application** | 3 | B | 3 | 9 |
| **Composition I** | 3 | C | 2 | 6 |
| **Introduction to Geography** | 3 | C | 2 | 6 |
| **Western Civilization to 1715** | 3 | D | 1 | 3 |
| **Tennis I** | 1 | A | 4 | 4 |
| **Microbiology** | 2 | B | 3 | 6 |
| **Total** | **15** | | | **34** |
| **GPA = 34/15 = 2.27** | | | | |

QUANTITATIVE STANDARD

In order to meet the quantitative standard students must successfully complete 67% (2/3) of all cumulative attempted credit hours at Edison State Community College. Withdrawals, incompletes, repeated courses, failure grades, and transfer hours will count as outlined below.

- 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.

## MAXIMUM TIME FRAME

To maintain eligibility for financial aid, students must not exceed a maximum number of attempted hours in any program even if aid was not received during that term or prior terms. All students must complete their degree or program within 150% of the credit hours required for their officially declared degree or program (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

### Grades

Academic performance in a course is indicated by a letter grade which represents achievement according to the definitions below.

| Grade | Definition | Grade Points/Credit |
|---|---|---|
| A<br>AH | Superior achievement of course objectives.<br>Superior achievement of course objectives in an Honors course. | 4 |
| B<br>BH | High achievement of course objectives.<br>High achievement of course objectives in an Honors course. | 3 |
| C | Satisfactory achievement of course objectives. | 2 |
| D | Some effort and achievement, but not adequate for program completion unless balanced by equivalent credits in which a grade at or exceeding "B" has been earned; in certain instances, may not satisfy prerequisite requirements. | 1 |
| F | Failure to meet minimum course requirements. | 0 |
| UW | Unofficially Withdrawn | 0 |
| S | Satisfactory. Meets minimum requirements for mastery of the course. (For Developmental English courses only.) | Not computed in GPA |
| U | Unsatisfactory. Does not meet minimum requirements for mastery of the course. (For Developmental English courses only.) | Not computed in GPA |
| I | Incomplete. Awarded when extenuating circumstances beyond the student's control have prevented completion of course requirements, provided that the student's performance to that point is at least of "D" level. | Not computed in GPA |
| W | Withdrawn | Not computed in GPA |
| AUD | Audit | Not computed in GPA |
| IP | In Progress. Awarded when student is attending class regularly, progressing satisfactorily, but needs additional time to complete course work. Students must re-enroll in the course the following term. (For Developmental English courses only.) | Not computed in GPA |
| GNS | Grade not submitted by instructor. | Not computed in GPA |
| TR | Transfer credit accepted from another institution. | Not computed in GPA |
| EM | Credit by exam or proficiency exam. (Only appears on transcripts sent through ATC.) | Not computed in GPA |
| Credit without a Grade | Credit by exam, proficiency exam, portfolio evaluation, articulated credit CTAG, MTAG, CLEP or AP. | Not computed in GPA |
| UW | Unofficially Withdrawn (1974-1975) | Not computed in GPA |
| XA | Amnesty Grade | Not computed in GPA |
| XB | Amnesty Grade | Not computed in GPA |
| XC | Amnesty Grade | Not computed in GPA |
| XD | Amnesty Grade | Not computed in GPA |
| XF | Amnesty Grade | Not computed in GPA |
| XUW | Amnesty Grade | Not computed in GPA |

The number appearing to the right of each definition is the number of "grade points" (sometimes known as "honor points" or "quality points") assigned to that grade.

FINANCIAL AID STUDENTS Grades of "F," "FUW," "U," "I," "W," "IP" and "GNS" may cause you to become ineligible for aid. Refer to the satisfactory progress policy available in the Office of Financial Aid.

Federal aid may be used for developmental courses up to a maximum of 30 credit hours.

## REMEDIAL/DEVELOPMENTAL COURSE WORK

Financial aid is not available for non-credit remedial courses. Remedial/Developmental courses carrying regular college credit are considered in determining the qualitative, quantitative, and maximum time frame requirements for SAP. These courses are counted in enrollment for financial aid eligibility since they meet the following federally defined requirements:

- They are not a prerequisite that would hinder admission into an eligible degree program at Edison State Community College.
- They are less than 30 total credits attempted.
- They offer instruction above the 5th Grade Elementary level.
- They are not used to satisfy high school graduation requirements.

## AUDIT

Students are permitted to audit courses. Students will receive neither grades nor credits for audited courses. Students auditing a course are expected to attend class but are not required to submit assignments or take exams. The fees for auditing a course are the same as those for enrolling for credit. Changing status from audit to credit or from credit to audit is permitted only before the class meets during the second week of the semester. *Please Note: Federal and state aid may not be used for audit or non-credit courses.*

## INCOMPLETE

An "I" or incomplete may be awarded for unfinished work in a course only if the work was not completed because of circumstances which the instructor deems to be unavoidable. An "I" is awarded only in a situation whereby the student can potentially earn a passing grade by completing all work in a given time frame. The instructor may specify a time limit of up to 100 calendar days after the final examination of the class, for the student to complete all work. Removal of an "I" is the responsibility of the student. Failure to remove the "I" prior to the specified date will result in a failing grade.

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.)

## WITHDRAW

To withdraw from a class, a withdraw form must be completed and submitted to a Student Services staff person at any campus location. Withdraw may also be completed using Self-Service in MyESCC. A student officially withdrawing will receive a grade of "W." The student remains financially responsible for a course from which they have withdrawn.

With the permission of the instructor, a student may attend class after withdrawing from a course, assuming the student has not received a full or partial refund for the course.

A student may receive a grade of "W" for any or all courses after the official withdrawal date only if, in the judgment of the appropriate dean upon consultation with the instructor, emergency or extenuating circumstances exist. It is the student's responsibility to obtain the necessary approval.

**NOTE:** Students should schedule an appointment with a financial aid staff member before withdrawing from a class. A grade of "W" may cause a student to become ineligible for aid due to a lack of satisfactory progress and, in some cases, a student may incur a debt to the College or the U.S. Department of Education.

## 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. Transfer courses are not considered in determining eligibility under the qualitative measure but are considered in the quantitative and maximum time frame measurements. Transfer students are awarded as first-year students without regard to grade or warning status at the prior post-secondary institution. The Financial Aid SAP requirements would then be used to measure the transfer student's continued status. Transfer credits must be evaluated and a grade-level established before any educational loans are processed.

## TRANSFER TO EDISON STATE

Credit will be granted toward an Edison State degree for acceptable work completed at other approved colleges and universities for courses in which the student has earned a grade of "C" (2.0) or better. As of Fall 2005, a grade of "D" (1.0) or better will be considered for transfer.

Although transfer credits accepted from other collegiate institutions will be entered on the student's permanent record at Edison State Community College, the grades earned in those courses will not be used to compute the student's cumulative grade point average. Some credits may not apply to specific degree programs. In some programs, credits must have been earned within a certain time period to be considered current and acceptable. Any transfer credits accepted by Edison State Community College will be counted in the maximum timeframe calculation for Financial Aid Satisfactory Academic Progress.

Since 20 credit hours in a degree program must be completed at Edison State Community College for a student to receive an Edison State degree, the effective limit on transfer credit is 40-53 hours, depending upon the program in which the student is enrolled.

Students who intend to transfer to another collegiate institution are advised that the receiving institution may use all grades in computing a grade point average and may not accept/ transfer in all courses which Edison State accepted.

## TRANSFER CREDIT APPEALS PROCESS

Following the evaluation of a student transcript from another institution, Edison State shall provide the student with a statement of transfer credit applicability. At the same time, the student is informed of the appeals process. A determination of the credit appeal process will be issued within 30 days of the receipt of the appeal.

## CREDIT FOR PRIOR LEARNING

Edison State awards credit for college-level learning gained outside of college through prior learning assessment (PLA). There are a variety of methods which consider the knowledge adults acquire as they live, work, and learn. The methods used by Edison State include:

- business or government training recommended by the American Council on Education (ACE);
- military service training recommended by ACE;
- portfolio evaluation;
- credit by examination; and/or
- CLEP exams.

To receive credit, a person's knowledge must be documented or verified through one of the above ways as being of college level and appropriate for their degree program. A maximum of 30 semester hours may be earned through the prior learning assessment. To learn more about the available options, consult with an advisor. Any credit hours awarded for prior learning will be counted in the maximum timeframe calculation for Financial Aid Satisfactory Academic Progress.

## ACADEMIC REGULATIONS

The unit of credit at Edison State Community College is the semester (credit) hour. The regular academic year is divided into two semesters and a summer session.

## DEGREE REQUIREMENTS

Eligibility for an associate degree at Edison State is contingent upon the student having fulfilled the specific requirements of a particular degree program. In addition, the student must have satisfied the following general requirements:
- satisfactory completion of a minimum of 60 credit hours;
- completion at Edison State Community College of 20 credit hours;
- achievement of a cumulative grade point average of at least 2.0 for work completed at Edison State; and/or
- achievement of a cumulative grade point average of 2.0 for courses which are technical requirements for AAB, AAS and ATS degrees.

**NOTE:** Some degree programs have a 2.5 GPA requirement for participation in an internship.

## CERTIFICATE REQUIREMENTS

In addition to the specific requirements for the certificate, the student must also satisfy the following general requirements:

- satisfactory completion of a minimum of one-half the number of credits required for an associate degree in the same technical field or the requirements for certification in a technical curricular area where no associate degree exists;
- completion at Edison State Community College of 10 credit hours;
- achievement of a cumulative grade point average of at least a 2.0 for work completed at Edison State; and/or
- achievement of a cumulative grade point average of 2.0 for courses which are technical requirements for certificate programs.

## REQUIREMENTS FOR EARNING TWO DEGREES

Students may wish to earn two degrees due to interest in more than one field of study or because their interest changed after completing the first degree. A student may earn a second degree at Edison State provided the following conditions are met:

- the degree and program requirements established for each degree are completed;
- at least 10 credit hours of course work beyond the requirements for the first degree are completed. These credits must be part of the major field of study in which the student earns the degree; and/or
- the program of study proposed by the student must be approved in writing by the advisor, the appropriate dean and the Provost, in that order.

**NOTE:** To insure accurate program-specific credits are used in the SAP review, a financial aid student is encouraged to officially declare only one degree at a time.

## ENROLLMENT STATUS

Each aid program has an enrollment requirement that varies depending on the funding type. To be considered full-time, 12 credit hours are required. Quarter-time status is 9-11 credits. Half-time status is 6-8 credits. 5 and below is considered less-than-half-time status. Federal Direct Loans require at least 6 credits at the time of disbursement. Pell grant only requires as little as 1 credit hour.

For Academic purposes, the full-time status for a summer semester or term composed of 8-12 weeks, full-time status would be six credits; however, 12 credits are still required for financial aid purposes for full-time status.

## CREDIT HOUR OVERLOAD

A credit hour overload is defined as:

- 20 or more credit hours during Fall or Spring semester; or
- 10 or more credit hours during the summer term, Fall Late term or Spring Late term.

Students wishing to register for an overload of credits must obtain written permission from one of the following:

- Director of Career Pathways Advising
- Dean of Enrollment and Student Affairs
- Any Academic Dean

## REPEATING COURSES

Students may repeat courses in which they have previously taken in certain situations. The student must secure permission from the Director of Career Pathways Advising, Registrar, or Dean of Enrollment and Student Affairs to repeat a course more than once.

Stipulations on course repeats include:
- 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. Note: Developmental courses are limited to a total of 30 credit hours.
- If a student repeats a course that is not eligible for federal aid, a recalculation of aid is completed to exclude the credits for the repeated course.
- All repeated courses affect Financial Aid Satisfactory Academic Progress calculations. A repeated course, along with the original attempt, must be counted as attempted credit hours.

**NOTE:** Veterans may receive benefits for repeated courses only if the courses had been failed previously.

## BREAK IN ENROLLMENT

When a student has a break in enrollment and is readmitted, the SAP status for prior term will apply. For example, if a student is placed on financial aid suspension at the end of the Spring term, does not return in the Fall term, and is readmitted the next Spring term, the student will continue in a financial aid suspension status for that term. An appeal is an allowable option for these students.

## CONSORTIUM AGREEMENTS

The number of credits earned under an approved consortium agreement is integrated into the student's record upon completion of the course. Courses must first be approved for transfer by the Edison State Community College Registrar's Office. The Consortium Agreement is also subject to approval by both the home and host institution's authorized financial aid office. Failure to complete the course(s) could negatively reflect in the SAP evaluation.

Financial Aid staff from the home school will request information from the host school during the enrolled term to confirm continued enrollment and (at the end of the term) satisfactory academic progress. Failure to complete the course(s) or completing a course(s) in a manner that does not comply with Edison State's transfer standards will result in financial aid suspension and future requests for a consortium agreement will not be considered. If a SAP appeal is approved, unearned hours under the consortium agreement will not be calculated when future progress reviews occur.

## CHANGE IN MAJOR / ADDITIONAL DEGREES

When a student changes their major or seeks an additional degree, all attempted hours are still counted in the maximum timeframe calculations for Satisfactory Academic Progress. If a student has exceeded the maximum timeframe for their new degree/program, they can submit a SAP Appeal on the basis of the changed degree or program.

## SAP STATUSES

Satisfactory academic progress evaluation occurs at the end of each semester for which the student is enrolled to determine if all three of requirements have been met. Students will be notified of their evaluation outcome via Edison State email only.

| SAP STATES CODES | | | |
|---|---|---|---|
| **Status** | **Code** | **Reason** | **Status Notification Email** |
| Satisfactory | SAP | Meets all SAP Requirements. Remains eligible for aid programs impacted by SAP. | SAP Satisfactory |
| Warning | WRN | Student has not met GPA/Completion Rate for at least 1 semester. Remains eligible for aid programs impacted by SAP. | SAP Warning |
| Continued Appeal | APL | Student is still below the GPA/Completion Rate cumulative requirements but has met the terms of the previously approved appeal. Remains eligible for aid programs impacted by SAP. | SAP Appeal |
| Ineligible | **INL** | Student has not met GPA/Completion Rate requirements for at least 2 semesters or a semester following an approved/continued appeal. Does not remain eligible for aid programs impacted by SAP. | SAP Ineligible |

## FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS

Students who fail to meet the qualitative and/or quantitative standards at the end of a term (based upon the student's enrollment) will be placed on financial aid "warning" status and will remain eligible for financial aid while on a warning status. Students on financial aid warning status must meet the qualitative and quantitative requirements cumulatively by the next term's measurement of progress.

Students not meeting the requirements at the next term's measurement of progress will be placed on financial aid suspension and considered ineligible for future financial aid until the deficiencies are resolved.

## REGAINING ELIGIBILITY

Readmission to Edison State Community College after Academic suspension or approval of an Academic suspension appeal does not automatically reinstate financial aid eligibility after financial aid eligibility is lost due to not meeting SAP requirements. Reinstatement of aid eligibility is not retroactive and will only affect current or future enrollment periods.

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.

A SAP Appeal requires the following forms and documentations:

- SAP Appeal form
- Student will submit documentation to back up claims to justify reasons for failing to meet SAP.
- Student must provide documentation for extenuating circumstances due to a death in the family, hospitalization, car accident, incarceration, difficulties in pregnancy, and others too numerous to list.
- Student must submit an enrollment form or class schedule indicating what classes they desire to take or have already registered for in the upcoming semester.
- Student must submit an Academic Program Evaluation to determine if the classes either that the student will be registering for or has registered for are indeed a part of their program of study.

## APPEAL APPROVAL

If the SAP Appeal is approved, then the student must meet minimum SAP standards for each appeal approved term. This is a 2.00 GPA and 67% completion rate. The student should not drop or withdraw from a class without a discussion with the Office of Financial Aid.

If the student has not met the requirements of a previous SAP appeal by meeting previous indicated minimums, they will be placed back in an "ineligible" status. Additional appeals can be submitted for extenuating circumstances that vary from previously approved appeals. For example, if a student states poor study habits on the first appeal, a second appeal would need to have a different explanation of circumstances to be considered. If no other circumstance exists, the student must self-pay for 6 credits of coursework and meet the above requirements for the term before a new SAP Appeal can be submitted for review.

All federal, state, and institutional aid may be reinstated after the SAP Appeal has been approved as long as the student has met the other criteria needed to be awarded the federal, state, and institutional aid.

The Office of Financial Aid 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 and their enrollment indicates they are only taking courses of study in their designated program/degree, they will be automatically approved for aid for the next semester. No new SAP appeal must be submitted.

> 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 complete all classes he enrolls in with a 2.00 minimum term GPA. At the end of spring semester, John completes all of his courses with a 2.50 term GPA. Even though John's cumulative GPA is still below the required 2.00, 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.

> Example: *For the fall semester, Susan A. Student did not meet SAP requirements due to 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* <u>*must*</u> *submit a new SAP appeal for the next semester.*

## APPEAL DENIED

Students must bring themselves back in line with the SAP requirements without the use of SAP impacted aid. Upon once again meeting the SAP requirements, students may submit a SAP Appeal requesting review of the SAP status and SAP eligibility for aid. (See Appeal form for guidance.)

## STUDENT SHOULD MONITOR PROGRESS

Students are responsible to review their grades (when midterm and end-of-term grades are available) and compare their progress to the standards set forth in the Financial Aid Satisfactory Academic Policy to ensure that they are aware of their standing. As they review their academic information, students are encouraged to proactively seek assistance. For example, students could pursue additional academic advising, arrange tutoring, or regularly discuss their academic work with their instructor/s. The student's responsibility to monitor their own academic progress is important especially as the evaluation may immediately affect their financial aid eligibility for the next term. For example, failure to meet standards while on financial aid probation in the Spring term will immediately affect aid eligibility for the Summer term.

**NOTE** Since a financial aid suspension that is caused from one term's grades could immediately affect the next term's aid, even after the student begins attendance of that term, all students are encouraged to monitor their own progress very closely.