Financial Aid Satisfactory Academic Progress Policy (SAP)

The Financial Aid Office of Edison State Community College administers student financial aid programs from federal, state, and institutional sources. Institutional sources include scholarships, waivers, student worker program and campus-based funding awards. 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 in prior terms at Edison State Community College.

The purpose of the Satisfactory Academic Progress Policy is to ensure that federal and state financial aid students progress satisfactorily toward completion of their degree. 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 Loan
- Federal PLUS Loan
- Ohio College Opportunity Grant
- Some Institutional Scholarships 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 who have failed to meet any aspect of the Satisfactory Academic Progress Requirements below and are being placed on Financial Aid Warning or Aid Ineligibility as a result.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

- 1. All students must maintain a minimum 2.0 cumulative academic grade point average (CGPA).
- 2. All students must successfully complete 67% 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 <u>do not count</u> in the calculation of cumulative GPA for academic purposes. They <u>do</u>

<u>count</u> 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	В	3	9	
Composition I	3	С	2	6	
Introduction to Geography	3	С	2	6	
Western Civilization to 1715	3	D	1	3	
Tennis I	1	А	4	4	
Microbiology	2	В	3	6	
Total	15			34	
GPA = 34/15 = 2.27					

Quantitative Standard

In order to meet the quantitative standard students students must successfully complete 67% 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.

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

Pace of Progression - Example A:

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		
ECC previously attempted	10	22		20		
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.

- A "max" warning status will be assigned when the student has attempted between 150% of the credits required for his/her program minus 14 credits up to 150% minus 1 credit. (14 credits are used as this is an average semester load for an Edison State student.)
- A "max" ineligible status will be assigned when the student has attempted 150% or more of the credits required for his/her program.

ADDITIONAL INFORMATION

Grades ►

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

Grade	Definition	Grade Points/Credit			
A AH	Superior achievement of course objectives. Superior achievement of course objectives in an Honors course.	4			
B BH	High achievement of course objectives. High achievement of course objectives in an Honors course.				
С	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.)			
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.			
W	W Withdrawn			
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. Student 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.			
EM	Credit by exam or proficiency exam. (Only appears on transcripts sent through ATC.)			
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		
ХА	Amnesty Grade	Not computed in GPA		
ХВ	Amnesty Grade	Not computed in GPA		
XC	XC Amnesty Grade			
XD	Amnesty Grade			
XF	Amnesty Grade			
XUW	Amnesty Grade	Not computed		

"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 one year in length.
- They offer instruction above the 5th Grade Elementary level.

• They are not used to satisfy high school graduation requirements.

Audit 🕨

Students are permitted to <u>audit</u> courses. Students will receive <u>neither grades nor credits</u> 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 <u>only</u> before the class meets during the <u>second week of the semester</u>. *Please Note: Federal and state aid may not be used for audit or non-credit courses*.

Incomplete

An "I" or <u>incomplete</u> may be awarded for unfinished work in a course <u>only</u> 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.

PLEASE NOTE: Financial Aid Satisfactory Academic Progress specifications of 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 him/her back in line with the SAP policy, he/she may submit an appeal requesting review of eligibility. (See 2018-2019 SAP Appeal form for guidance.)

Withdraw **>**

In order to <u>withdraw</u> from a class, a withdraw form must be completed and submitted to Student Affairs, a faculty advisor or the Darke County Campus. Withdraw may also be completed using WebAdvisor. A student officially withdrawing will receive a grade of "W." The <u>student remains</u> <u>financially responsible</u> for a course from which they have withdrawn.

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

A student may receive a grade of "W" for any or all courses after the official withdrawal date <u>only if</u>, 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.

FINANCIAL AID NOTE Financial aid students should schedule an appointment with a financial aid advisor 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 in transfer all courses which Edison State accepts.

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 take into account 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 oneY 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.

• Please note: To insure accurate program-specific credits are used in the SAP review, a financial aid student should officially declare only one degree at a time.

Full-Time and Part-Time Students ►

Financial Aid Students must register for 12 or more credit hours during <u>any</u> semester to be considered full-time and receive a full-time award, part-time students may still receive a part-time award.

For Academic purposes, the full-time status for a summer semester or term composed 8-12 weeks, fulltime status would be six credits; however, 12 credits are still required for financial aid purposes for fulltime 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 <u>obtain written permission</u> from one of the following

Director of Student Success

- Director of Student Services
- Executive Dean of Darke County Campus

Repeating Courses ►

Students may repeat courses in which they have received passing, failing or audit grades. Only the most recent grade and credit hours will be counted in computing the grade point average at Edison State. The student must secure permission from the Director of Student Success, Registrar or Executive Dean of the Darke County Campus to repeat a course more than once.

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

Financial Aid Policy on repeating courses:

• Any successfully completed class may be repeated only once using federal or state aid if a higher grade is stipulated in the degree or program requirements.

- Any unsuccessfully completed class may be repeated until successfully completed. It should, however, be noted that continuous repeats impact SAP status. Remember: developmental courses are limited to a total of 30 credit hours. Continuous repeats may be denied in a SAP Appeal review.
- 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. This rule applies whether or not the student received aid for earlier enrollments in the 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

Break in Enrollment

When a student has a break in enrollment and is readmitted, the SAP status for prior terms 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.

Consortium Agreements

The number of credits earned under an approved consortium agreement is integrated into the student's record upon completion of the course. <u>Note:</u> 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 staff. 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.

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 who meet SAP qualifications will be notified via Edison State email only. Student who do not meet SAP qualifications will be notified via email or regular mail.

	SAP STATES CODES						
<u>Status</u>	SAP Code		Criteria	SAP Status Notification Letter/Email to send			
ОК	APL		prior appeal				
OK	SAP	MIN:	met	SAP Met			
		MAX:	met				
OK	WRN	MIN:	not met	WRN letter			
		MAX:	met				
WRN	WRX	MIN:	met	WRN letter			

		MAX:	within 14 cr range prior to 150%	
WRN	wwx	MIN:	not met	WRN letter
VVININ	WWX	MAX:	within 14 cr range prior to 150%	Whitelee
INL	INL	MIN:	not met after warning or appeal	Ineligible letter
		MAX:	met	
INL	IWX	MIN:	not met after warning or appeal	INL and MAX Warning letter
		MAX:	within 14 cr range prior to 150%	
INL	WMX	MIN:	not met	MAX and WRN letter
		MAX:	equal to or exceeds 150%	
INL	IMX	MIN:	not met after warning or appeal	MAX and WRN or ineligible
		MAX:	equal to or exceeds 150%	
INL	MAX	MIN:	met	MAX letter
		MAX:	equal to or exceeds 150%	

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 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.

TO REGAIN ELIGIBILITY IF SAP ELIGIBILITY IS LOST:

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

SATISFACTORY ACADEMIC PROGRESS APPEAL

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 2018-2019 SAP 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.
- 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.

IF SAP APPEAL IS APPROVED:

If the SAP Appeal is approved, then the student must be 100% successful in each of the classes enrolled in for the semester. Student cannot drop a class or withdraw from a class without the permission of Financial Aid. Student must receive a "C" or higher grade in all attempted classes. A "D" grade is acceptable since it is considered a passing grade according to the Academic SAP policy by our institution.

If the student has not met the requirements of a previous SAP appeal by being 100% successful in all attempted classes, then the student must pay "out of pocket" for 6 credits of coursework and meet the above requirements 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 as met the other criteria needed to be awarded the federal, state and institutional aid.

Continued SAP Approval:

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 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.

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 complete 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 <u>does not</u> 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 <u>must</u> submit a new SAP appeal for the next semester.

IF A 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, students may submit a SAP Appeal requesting review of the SAP status and SAP eligibility for aid. (See 2018-2019 SAP 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.

Please 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.