



Financial Aid Advising
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2022-2023 SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY & APPEAL FORM

SATISFACTORY ACADEMIC PROGRESS (SAP)

The federal government requires all schools participating in federal financial aid programs (e.g. Pell grant, Direct Loans, etc.) to have a Satisfactory Academic Progress (SAP) policy that meets the minimum federal requirements. This policy defines SAP, the process by which financial aid is revoked for failure to meet SAP minimum requirements, and the process by which students may appeal their SAP status. This policy applies to all financial aid.

The purpose of SAP standards is to ensure students are progressing toward their degree program in a timely manner ("Good Standing"). A student's SAP status affects their ability to receive aid. All students will be evaluated for SAP status at the conclusion of each term. SAP is measured by three federal standards:

- **Minimum Cumulative GPA (cGPA)** – All students must maintain a 2.0 cumulative GPA.
- **Minimum Cumulative Credit Completion Pace (cPace)** – All students must successfully complete (grades of A, B, C, D, or P) at least two-thirds, or 66.67%, of their total attempted RCC credits. For example, if you enroll in 12 credit hours, you must complete 8 credits to meet the Minimum Pace requirement ($8 \div 12 = 66.67\%$).

	Total Credit Hours Completed	<i>divided by</i>	Total Credit Hours Attempted	<i>equals</i>	Pace
Enter your hours:		÷		=	
<i>Example:</i>	10	÷	12	=	83.33%

- **Maximum Time Frame** – Students may receive financial aid for a limited time, up to 150% of their program length, OR until they've earned an associate's degree or higher. For example, a 90-credit associate's degree must be completed within 135 attempted credit hours ($90 \times 150\% = 135$). Program length does not include up to 45 attempted developmental education (DE) credits. DE credits are courses numbered under 100, such as MTH20 and RD90.

	Credits Required for my major (excluding DE Credits)	<i>multiplied by</i>	Max Time Frame	<i>equals</i>	Max Credits eligible for financial aid
Enter your hours:		x	150%	=	
<i>Example:</i>	90	x	150%	=	135

FINANCIAL AID WARNING STATUS

Students who fail to meet the cGPA and/or cPace standard will be placed on Warning status and still qualify for financial aid. These students will receive a SAP Warning letter reminding them of the SAP policy requirements. At the end of their next term enrolled, students who started that term on Warning status and who are again unsuccessful in meeting the minimum standards will be moved to Financial Aid Suspension status.

FINANCIAL AID SUSPENSION STATUS

Students on Warning status who do not successfully achieve Good Standing and students who have exceeded the 150% Max Time Frame standard are immediately placed on Financial Suspension status. Suspension halts eligibility for all federal, state, and institutional aid.

REESTABLISHING FINANCIAL AID ELIGIBILITY

Students placed on Financial Aid Suspension status may reestablish financial aid eligibility by submitting a SAP appeal. The appeal must describe the extenuating circumstances that led to suspension (including any supporting documentation), and explain what they will do differently to ensure success in future terms.

PROBATION (AID ELIGIBLE) STATUS

Students who successfully appeal their Financial Aid Suspension status are placed on Probation (Aid Eligible) status. Students who require additional Probation (Aid Eligible) terms to get to Good Standing must submit a new appeal each term, as necessary.

APPEAL DECISIONS

The Financial Aid Office will review appeals and notify the student in writing of the decision. If approved, the student is placed on Probation (Aid Eligible) status and will receive an Award Letter or Eligibility Notification. If denied, the student will remain on Financial Aid Suspension status and will not receive federal aid. If a student believes their appeal was misunderstood and has additional clarification and/or documentation, the student may re-appeal a denial ONCE and the SAP Committee will review it. SAP Committee decisions are final and no further appeals concerning the same situation or term will be considered.

Students have the right to appeal multiple SAP Suspensions. Additionally, students who indicate a medical issue as the reason for being unsuccessful must provide a release from a medical professional as supporting documentation for their appeal.

The following information is used to determine a student's SAP status:

- Successful grades include A, B, C, D*, and P
- Unsuccessful grades include AU, F, I, NP, W, Y, and Z

* **D grades** count as a successful course when determining cPace, but are unsuccessful for Credit Extension Appeal (CEA) agreements.

* **Repeating a Course** – While on aid, a course may be repeated ONCE for aid purposes (for example, if you received a grade lower than a "C"). Repeated courses are counted as part of your credit completion pace and the maximum credit hour limit.

* **Incomplete Grades** – Incomplete grades are counted as unsuccessful attempted credits when calculating cPace. Once an incomplete grade is updated to a standard grade, the Financial Aid Office may retroactively evaluate the student's SAP status and adjust it accordingly.



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Financial Aid – Satisfactory Academic Progress (SAP) Appeal

To be eligible for financial aid you must make Satisfactory Academic Progress (SAP) toward completing your major. In order to be successful, you must:

- earn at least a 2.0 cumulative GPA,
- complete 66.67% of your classes with a passing grade, and
- stay on track to complete your major within credit limitations.

If you are not meeting these conditions, you are not eligible for aid. However, if there are extenuating circumstances, you may appeal.

Name: _____ **RCC ID:** _____

STEP 1: Reason for Academic Progress Issues (*check all that apply*):

- Minimum cGPA** – I did not meet the minimum 2.0 cumulative GPA requirement.
- Minimum cPace** – I did not complete 66.67% of my total attempted RCC credits.

If you checked either box above, please attach a signed statement explaining:

1. What circumstances happened that prevented you from successfully completing your courses.
Examples of circumstances include situations that can be documented, are unforeseen or beyond your control, and occurred during the term(s) in question.
2. An explanation of your plan for future success. This should explain how you resolved the situations(s) that caused you to be unsuccessful and/or include a statement of the steps you have taken (example: tutoring or reduced course load) enabling you to be successful in the future.

- Credit Extension Appeal** – I have exceeded or will exceed the 150% maximum credit allowance before I can graduate, or I have already earned a degree.
 - o Second Degree – I have already earned at least a two-year degree
Highest level earned: Associate's Bachelor's (eligible only for loans)
 - o I need additional credits to complete my certificate or degree.
 - o Limited Entry Program – My major requires that I apply for admission (limited entry), and I am not yet admitted due to pre-requisites (eligible only for loans)

If you checked the box above, please attach the following items:

1. A copy of your official degree audit (request one at roguecc.edu/financialaid/oda)
2. A signed statement explaining why you need more time in school, or another degree or certificate to complete your educational/career goal.

****While on a Credit Extension Appeal, you're expected to only enroll in courses required to complete your major and to complete all of your classes with a grade of C or better. If you enroll in courses that are not required for degree completion, or do not successfully complete all of your attempted credits, you will lose access to aid.**

STEP 2: Certification:

The information in this appeal is true and accurate. I understand the Financial Aid Office may request additional information to process this appeal.

Student Signature: _____

Date: _____