



Satisfactory Academic Progress (SAP)

What is Satisfactory Academic Progress at Columbus State Community College (CSCC)?

Satisfactory Academic Progress for financial aid purposes is known as SAP. In accordance with federal regulations, financial aid recipients at CSCC are required to make progress toward completion of the declared program of study in order to receive assistance. Students must meet the requirements of this policy to be eligible for Federal Pell Grants, Direct Loans, Work-Study, Supplemental Educational Opportunity Grants (SEOG), or PLUS (Parent) Loans for future semesters. Some non-federal aid programs that require FAFSA completion are also affected by SAP standards. For questions about affected programs, please speak with the Financial Aid Advising team in Student Central.

When are students evaluated for Satisfactory Academic Progress (SAP)?

Each of the SAP requirements, explained in the following section, are evaluated at the conclusion of each semester of enrollment. Students that do not meet the SAP requirements will be notified via their CSCC student email as well as it being available to view on their Financial Aid Self Service page.

What is the Satisfactory Academic Progress (SAP) policy at Columbus State Community College (CSCC)?

All Columbus State students must meet the requirements of the following three standards to receive or continue receiving federal financial aid:

- 1. Qualitative/Grade Point Average (GPA)** is based on the total attempted credit hours at the time of evaluation. To maintain SAP, a student must meet the following cumulative minimum GPA requirements:

Credit Hours Attempted	GPA Required
1 – 16	1.5
17 – 32	1.6
33 – 43	1.75
44 – 54	1.90
55 hours or more	2.0

- 2. Quantitative/Completion Rate (Academic Progress)** is based on the number of completed hours divided by the number of attempted hours. This review is based on the entire enrollment history of a student at CSCC, regardless of receipt of aid. Attempted hours include, but are not limited to, grades of A, B, C, and D and statuses of W (withdrew), I (incomplete), IP (in progress), E, EN (failure), and transfer hours. To maintain SAP, a student must meet the following minimum completion rate:

Credit Hours Attempted	Completion Rate
1 – 16	50%
17 – 32	60%
33 – 43	67%
44 – 54	67%
55 hours or more	67%

Financial Aid Warning and Suspension Statuses GPA and Academic Progress

The first time a student does not meet SAP for GPA or Academic Progress, a warning will be placed on their account and the student will be notified via their CSCC student email. The status can also be seen on their Financial Aid Self Service page. The student will have one semester to raise their GPA and/or completion rate. If the student fails to raise their GPA and/or completion rate, they will be placed on Financial Aid Suspension at the end of the current semester of enrollment.

- 3. Maximum Time Frame – also called 150% Maximum Time Frame** - is a pre-determined number of credits a student has available to take to complete their declared program of study. This is calculated by the number of credits a degree or certificate program requires and multiplying it by 150%. The maximum time frame in which students must complete a degree or certificate cannot exceed more than 150% of the published length of the student's declared program of study. The requirements are:

A student must complete the first associate degree or certificate program within 150% of the published length of the program as measured by credit hours attempted. For example, if an associate degree requires 60 credits, a student must complete the degree within 90 attempted credits.

Once a student's attempted credits reach or exceed their program's maximum time frame, they will go on a 150% financial aid suspension.

Financial Aid Warning and Suspension Statuses

Maximum Time Frame

When a student is approaching the maximum time frame for their program of study, an email notification from financial aid will be sent to their CSCC email and the student will be placed on a 150 Notice. **While on a Notice, the student will still be able to receive financial aid.** If the student does not graduate before the Notice expires, they will be placed on a 150 Suspension or 150 Max restriction. Once the student is placed on the 150 Suspension or 150 Max restriction, they may submit an appeal.

Multiple SAP Statuses

In some cases, a student may not be meeting multiple standards of the SAP Policy. If students choose to submit an appeal, they will need to explain their semesters of unsatisfactory performance as well as address the 150% maximum time frame situation. You may reach out to Financial Aid Advising in Student Central for additional information in these situations.

How do students regain eligibility for financial aid?

GPA and Completion Rate Restriction Status

Students who do not meet the minimum GPA and Completion Rate requirements and are placed on a Financial Aid Restriction can reinstate federal aid eligibility in one of the following ways:

- The student can successfully complete coursework, by paying for the classes without the assistance of federal financial aid, until the student has obtained both the needed grade point average (GPA) and Completion Rate. **OR**
- In situations where documentable extenuating circumstances exist, the student may choose to file an appeal.

Maximum Time Frame Suspension Status

Students who do not meet the Maximum Time Frame 150% requirement will be required to file an appeal to regain their eligibility.

Appeals

If documentable extenuating circumstances (injury, illness, death of family member, etc.) prevented a student from meeting the standards of our SAP policy, the student can file an appeal. This appeal must address the following items: 1.) Reasons why SAP was not met, 2.) What has changed that will now allow the student to meet SAP at the next evaluation. **For students submitting a 150% Maximum Time Frame appeal, an Academic Plan is required. Detailed instructions for this appeal can be found at [Satisfactory Academic Progress](#), under 'Process for Appealing Suspension of Financial Aid.'**

Appeals must be submitted electronically with forms available on your Financial Aid Self Service page in the banner showing your status. Appeals are reviewed based upon documentable circumstances. **Appeals that cite medical circumstances for the student must include a release to return to school from their physician.**

The following are examples of circumstances to be considered for appeal:

Students not meeting the minimum credit hour completion percentage and/or minimum GPA requirement may appeal for these unforeseen situations - illness/injury, death of an immediate family member, unexpected military service or other unforeseen events.

Students exceeding the maximum time frame may appeal for these reasons - Columbus State graduate, transfer credits not applying to current program, major is no longer offered at CSCC, significant prerequisites were required, or other unforeseen events.

The appeal will be reviewed by a committee and a decision notification of approved or denied will be sent to the student's CSCC email.

Students submitting an appeal for the 150% Rule will be evaluated on all three elements of the policy and must be meeting all parts for an approval to be made. The completion rate and GPA for CSCC graduates seeking a second degree will be determined from the point of graduation forward.

If an appeal is approved, a student must meet the conditions of their appeal approval, which are outlined in the email they receive regarding the appeal decision. Students may have maximum of three approved appeals while enrolled at CSCC.

For more details, please visit [Satisfactory Academic Progress \(SAP\)](#) or reach out to Financial Aid Advising in [Student Central](#).