



Satisfactory Academic Progress

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 in order to be eligible for Federal Pell Grants, Direct Loans, Work-Study, Supplemental Educational Opportunity Grants (SEOG), or PLUS (Parent) Loans for future semesters.

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 in order to receive or continue receiving financial aid.

1. Qualitative/Grade Point Average (GPA) is evaluated at the time of application for aid and at the conclusion of each semester and is based on the total attempted credit hours at the time of evaluation. In order to be considered to have maintained SAP, a student must meet the cumulative minimum GPA requirements as follows:

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 evaluated at the time of application for aid and at the conclusion of each semester, and 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 (failure), and transfer hours. For a student to maintain SAP, a student must meet the minimum completion as follows:

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

The first time a student does not meet satisfactory academic progress, a warning will be placed on their account and the student will be notified via student email and through their Financial Aid Self Service account on CougarWeb. The student then has one semester to raise their grade point average and/or completion rate. If the student fails to raise their grade point average and/or completion rate, they will be placed on a financial aid suspension at the beginning of their next semester of enrollment.

3. Maximum Time frame: The maximum time frame in which students must complete a degree cannot exceed more than 150% of the published length of the student’s major.

In order to receive federal financial aid, 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.

A student's record will be evaluated to determine if the degree or certificate can be completed within the maximum timeframe allowed. When it is determined a student will not complete the program within the 150% credit limit, the student will be suspended from receiving financial aid.

Financial Aid Warning and Suspension Statuses

When a student is approaching the maximum time frame for their major, notification will come from the financial aid department 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. A student can submit an appeal at any time after they have received the Notice.

If a student is close to reaching the maximum time frame AND not meeting satisfactory academic progress, the student will be placed on a Financial Aid Warning and 150-Notice. If the student chooses to submit an appeal, they will need to address both aspects of the Warning.

When are students evaluated for Satisfactory Academic Progress (SAP) and what are possible statuses?

SAP is evaluated at the time of application for aid and at the conclusion of each semester. Students that do not meet the SAP requirements will be notified via email. There are multiple statuses at Columbus State Community College. Check your email for correspondence from our department.

How do students regain eligibility for financial aid?

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

1. 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.
2. If extenuating circumstances exist, the student may choose to file an appeal.

Appeals

If extenuating circumstances (injury, illness, death of family member, etc.) prevented a student from meeting the standards of our SAP policy, the student has the right to file an appeal. This

appeal must address the following items: 1.) The reasons why SAP was not met, and 2.) What has changed that will now allow the student to meet SAP at the next evaluation. 3.) Completion of an Academic plan (on the back of appeal form) signed by an academic advisor. Appeals may be turned in to Student Central. **All appeals must have supporting documentation. Appeals that cite medical circumstances for the student must include a release to return to school from the their physician**

The following are acceptable reasons 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.

- Appeal forms are available in Student Central, Upper level of Madison Hall, the Delaware campus or on the CSCC website. Students may submit appeals in person to Student Central, via fax, or by mail and also at the Delaware campus.
- The appeal will be reviewed by a committee and a decision notification will be emailed to the student.
- Students may have maximum of three approved appeals while enrolled at CSCC.
- 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.

Appeals may be approved, denied, or pended for additional documentation. Students will be notified by email as to the Committee's decision.

If an appeal is approved, a student must meet the terms for academic progress as stated in the academic plan that has been developed specifically for the individual in order to continue receiving financial aid. The academic plan will remain in effect until the outlined requirements are met and/or the student again meets SAP standards. Failure to follow the academic plan will result in the loss of continued financial aid eligibility until the student again meets SAP standards.