



## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARD

Federal regulations require that all students, both full-time and part-time, who receive financial aid must maintain satisfactory academic progress and work toward an eligible degree or certificate. Stated simply, if you are registered for classes, you are expected to complete those classes with passing grades. **Note:** There are different standards for academics and financial aid. The following information applies to Financial Aid only.

Passing grades include: A, B, C, D and P (pass). The following grades are considered attempts but not passing: F (Failed), I (incomplete), IP (in progress), E (extended course), Y (no basis for grade), W (withdrawal) and Drops.

All students receiving financial aid will be evaluated for satisfactory academic progress at the end of each term in which they received financial aid. Financial aid includes grants, scholarships, federal work-study, and loans.

### Minimum Standards for All Students

The Financial Aid Office will consider students to be making satisfactory academic progress if they meet **all** of the following criteria:

1. Maintain a grade point average of 2.0 or better on a term by term basis
2. Complete 67 percent of all attempted credits on a term by term basis. For example, if you are funded by financial aid at full-time (12 or more credits), you will be required to complete a minimum of 9 credits; if you are funded at three-quarter time (9 to 11 credits), you will be required to complete 6. Because all courses count as attempted credits, excessive withdrawals/drops, failures, and other non-completed grade statuses can lead to completion rate problems.
3. Students must complete their program of study before they have attempted more than 150 percent of the published number of required credits. For example, students enrolled in an Associate of Applied Science degree program that requires 96 credit hours must complete their degree by the time they attempt 144 credits. (See Maximum Attempted Credit Hour Limit). Although you may not be able to receive financial aid, you may still complete your degree by paying for courses on your own or from sources other than financial aid.

### Other conditions that may affect your aid eligibility:

→ **Repeating a Class:** Generally, you may repeat a class. For financial aid purposes **all** attempts will be counted. This could negatively affect your financial aid even if it increases your academic GPA. Also note that repeating courses excessively may affect the number of other courses financial aid will fund due to the Maximum Attempted Credit Hour Limit.

→ **Pass/Fail Option:** See the current UCC catalog for college policy regarding the Pass/ Fail option. Financial aid will count both pass and fail grades in calculating attempted credits.

→ **Challenging Classes:** Challenge exams, audited classes, non-credit personal enrichment classes, Adult Basic Education and GED classes do not count in determining either your enrollment level for aid eligibility or satisfactory academic progress status.

→ **Learning Skills Courses:** Financial aid will fund no more than 45 credit hours of learning skills reading, writing, math and study skills (below level 100).

### Failure to Meet Satisfactory Academic Progress (SAP) Standards

Students failing to meet the SAP requirements regarding GPA and attempted/completed credits will be placed on a **Financial Aid Probation** status. Students on Financial Aid Probation will receive financial aid for the following term. However, at the end of the probationary term, the financial aid office will review the student's GPA and attempted/completed credits and determine if a student will be placed in good financial aid standing or if the student will be suspended from receiving additional financial aid.

If a student on financial aid probation completes the probationary term by completing at least 67 percent of their attempted credits with a GPA of 2.0 or better, a student will be taken off of probationary status and placed in good financial aid status.

If, while on financial aid probation, the student does not meet the satisfactory academic progress requirements for a term, the student will be placed on **Financial Aid Suspension** and eligibility to receive financial aid funds including grants, scholarships, federal work-study and loans will be forfeited.

For students who have been suspended from receiving financial aid, reinstatement of aid eligibility can be achieved by using financial resources other than financial aid to successfully complete a term of 6 or more credits with a minimum GPA of 2.0. After completing these requirements, students must contact the Financial Aid Office for reinstatement. Students may also file an appeal to request consideration for extenuating circumstances.

Students who have reached the maximum attempted credits fundable by financial aid (150% of the published number of required credits for their program) will be put on Financial Aid Suspension. This decision may be appealed. (See Maximum Attempted Credit Hour Limit.)

## **Petitions and Appeals**

Students may petition the Financial Aid office for aid reinstatement. Petitions require a written explanation and documentation declaring why the student was not able to meet the SAP standards.

You may be reinstated if the circumstances affecting your academic progress were not within your control and are not recurring.

Petitions are initially reviewed by the Financial Aid Director on a case-by-case basis. The Director may (a) reinstate the student in good standing, (b) reinstate the student on a financial aid probation status, (c) deny the reinstatement, or (d) refer the decision to the Financial Aid Advisory Committee. Students may appeal if their petitions are denied by the Director. Students should submit this appeal to the Financial Aid Advisory Committee via the Financial Aid Office.

### **Examples of Circumstances Usually Approved:**

- Documented medical /psychological problems that, because of illness or injury, prevented the satisfactory completion of the coursework. Repeated aid eligibility suspensions due to chronic or recurring medical/ psychological difficulties may not be approved.
- Serious injury, illness, or death in the immediate family that require extensive absence from school.
- Other family emergencies of sufficient gravity and duration that prevent the successful completion of coursework.

## **Maximum Attempted Credit Hour Limit**

Federal regulations require that a school must define a maximum credit limit in which a student may remain eligible for financial aid and complete his or her degree or certificate.

The federal maximum credit limit cannot exceed 150% of the program length measured in credit hours as published in the college's current catalog. For example, at UCC, a student is expected to complete a one-year certificate requiring 48 credits within 72 attempted credits or a two-year degree requiring 93 credits within 140 attempted credits. Programs requiring more or fewer credits for completion than the examples previously cited will be adjusted by a factor of 1.50.

All attempted credits at UCC and any credits transferred from other colleges that apply to your current program will be included in the calculation.

### **Extension Request:**

You have the right to request an extension of your aid eligibility should you exceed or expect to exceed the 150% maximum attempted credits. The Financial Aid office may extend your eligibility beyond the limit for completion for extenuating circumstances only.

Extenuating circumstances may include but are not limited to required remedial/ development courses, change in program by student (usually once), gaps in attendance of two (2) or more years, college initiated revisions in program requirements and documented ADA disability that generally requires "more time" as an appropriate accommodation.

Please contact the Financial Aid office, located in the Campus Center building if you need clarification or additional information regarding the Satisfactory Academic Progress Standards. Call (541) 440-4602.

Paper copies of the UCC Financial Aid Satisfactory Academic Progress Policy are available in the Financial Aid Office in the Campus Center building for anyone requesting a copy. Also copies may be downloaded from the Financial Aid Office WEB page at [www.umpqua.edu](http://www.umpqua.edu) (click on Student Services).

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