

Alamance Community College Title IV Student Aid Recipients Satisfactory Academic Progress Standards

Title IV aid is provided to cover the cost of attendance at Alamance Community College. Eligibility must be established by a standard needs analysis as defined by the U.S. Department of Education. Awards are made based on eligibility, cost of attendance, enrollment and payment schedules. To remain eligible, a Pell Grant recipient must comply with the following academic standards.

Federal law requires students receiving federal student aid to maintain satisfactory academic progress (SAP) as defined by the institution and Department of Education. Federal student aid includes Federal Pell Grant, Federal Supplemental Educational Grant and Federal Work-Study. State student aid requires the same student criteria and includes North Carolina Community College Grant and North Carolina Education Lottery Scholarship. The school's Financial Aid Satisfactory Academic policy (SAP) must include a **(1) qualitative measure**, including max time frame and a **(2) quantitative measure**.

- **(1) Qualitative Measure** The overall grade point average must be at least 2.0 or higher.
- **(2) Quantitative Measure** At least sixty-seven percent of all attempted hours must be completed to remain eligible. Attempted hours versus completed hours are calculated to determine completion rate.
- Max Time Frame is the maximum time a student is given to complete a degree or diploma. Typically the time period is three years in a two-year degree program and two years in a diploma program to complete graduation requirements. Totals of 105 hours attempted are allowed for most associate degree programs and 60 hours are allowed for most diploma programs. Check the General Catalog for the exact hours your program requires. You are allowed 150% of the credits required for your program.
- Grade point average, completion rate, and all attempted hours are monitored each semester for continual awards.
- Recipients will be given every opportunity to retain eligibility with assistance from the counseling staff.

A student who fails to meet the minimum academic requirements is placed on "Warning" the next semester of attendance. During the semester on warning, the student is required to obtain extra help, if necessary, to improve their academic standing. A student who is placed on "Warning Near Max Time" will only be awarded aid for the additional hours he/she are eligible within the program's max time frame. A student receiving Veteran Administration benefits may receive educational benefits for only one semester while on academic probation. (see ACC catalog for the definition of Academic Probation)

Qualitative Measure Qualitative satisfactory academic progress is measured every semester/term. If the student does not have at least a 2.0 GPA at the end of each semester/term, the student will be placed on Financial Aid Warning. The student will be

allowed one more semester/term to re-establish satisfactory academic progress. If the student fails to re-establish satisfactory academic progress, financial aid will be suspended. Financial aid will remain suspended until the student is meeting satisfactory academic progress or the student has an approved Financial Aid Appeal and has signed his/her academic success plan with the Financial Aid office. Once standards are re-established, eligibility will be reinstated for the subsequent academic term.

Quantitative Measure Students receiving financial aid must earn 67% of the total cumulative credit hours attempted. The number of hours attempted is defined as the total cumulative number of credit hours for which the student was enrolled at the general 10% point of each course. The total number of hours earned is defined as the total cumulative number of credit hours from each term at Alamance Community College and includes any transfer credit accepted at Alamance Community College. Quantitative satisfactory academic progress is measured every semester/term.

Example:

Hours Attempted

Fall Semester 16 credits

Spring Semester 14 credits

Total hours attempted 30

Hours Completed

Fall Semester 6 credits

Spring Semester 7 credits

Total hours completed 13

30 hours attempted/ 13 hours completed= (13/30=.43) 43% completion rate

Only grades of A,B,C,D,F,P,R,PA,PB,PC or CE (Credit by Exam) will be considered as earned hours. Grades of, I (Incomplete) and WP, W, WF (Withdrawal) will not be counted as hours earned, but will count as hours **ATTEMPTED**. Students are given one semester to convert an I into a grade. At the next evaluation period, the Financial Aid Office will review the student record including the new grade. If a student is on Continuing Probation, the Financial Aid office will withhold funding until the I grade can be completed.

Quantitative Satisfactory Academic Progress is cumulative and covers all periods of enrollment including those for which the student did not receive funds from Title IV programs.

If the student has not earned **67%** of the credit hours attempted at the end of any semester/term, the student will be placed on Financial Aid Warning. The student will be allowed one more semester/term to re-establish satisfactory academic progress. If the student fails to re-establish satisfactory academic progress, financial aid will be terminated. Financial aid will remain terminated until the student is meeting satisfactory academic progress or the student has an approved Financial Aid Appeal and has signed their academic success plan with the Financial Aid office. Once standards are re-established, eligibility will be reinstated for the subsequent academic term.

Max Time Frame Students must complete their primary program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours. Transfer credit hours accepted from other institutions are included in the calculation of the maximum time frame.

Students who have completed a Title IV eligible degree or diploma which has been posted to their official transcript will have the lesser of the maximum number of credits for that degree or diploma removed from their attempted hours for the max time frame calculation or the amount of credits earned at the time the degree or diploma was awarded. The remaining credits will be counted towards the max time frame for the new degree or diploma.

Students near their maximum time frame for their primary program of study will be notified that they are close to the maximum period allowed for their program of study. Students who are placed on warning near max time will only be awarded the additional hours they are eligible for within the program's max time frame.

Remedial Course Work Students who have been accepted into a degree program and required to take remedial course work as determined by the colleges multiple measures of placement are limited to 30 semester hours of remedial course work. Remedial hours attempted in excess of 30 total semester credit hours cannot be counted toward Financial Aid enrollment status for Federal and State grants. The first 30 hours of allowable remedial coursework is not considered when determining maximum time frame but is considered in both qualitative and quantitative standards for financial aid students.

Transfer Students Students transferring from a school other than ACC will be considered making satisfactory academic progress at the time of their enrollment. Transfer credits are included in the determination of maximum time frame and quantitative standard.

Clock Hour Programs Students enrolled in clock hour programs (e.g. Cosmetology) will have SAP evaluated at the end of each payment period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time required for the payment period. Max Time Frame is measured in cumulative clock hours required to complete the program and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours.) Part time students are prorated per their clock hours of enrollment.

For example, if the program is 1500 clock hours and meets 30 clock hours per week, that means the program is 50 weeks in length. 150% of 50 weeks is 75 weeks. A student may receive aid while enrolled in this program for up to 75 weeks to complete the 1500 clock hours required for graduation.

ACC Returning Students Returning students will have their cumulative GPA carried forward and hours attempted carried forward in accordance with regulations stating that satisfactory academic progress standards must cover all periods of the student's enrollment, including those periods for which the student did not receive aid from Title IV funds.

Early Registration Students, who choose to register early for classes and then are determined to be ineligible for financial aid because of failure to meet satisfactory academic progress standards, will be responsible for payment of tuition, fees and expenses that may have been charged to Title IV funds.

Changing Majors/Concurrent Programs/Consecutive Programs Students changing majors will assume the new time limit for the major but, hours attempted in previous major(s) will count toward the number of hours attempted in the new major. Students that have exceeded the maximum time frame must appeal to the Satisfactory Academic Progress Appeal Committee to have the maximum time frame extended.

Incompletes A course for which an incomplete grade is received must be completed by the end of the next fall or spring term, or the grade becomes a permanent F on their academic transcript. The incomplete grade is treated as an F for satisfactory academic progress purposes. Incompletes count towards both qualitative and quantitative measures of satisfactory academic progress. Failure to remove incompletes could prevent a student from meeting satisfactory academic progress.

Course Repeats Repeats are included in attempted hours for financial aid students. Repeats are calculated in the student's GPA. If a student has already earned a passing grade "D" or better for a course, you may only repeat the course one time and be eligible for Title IV aid. The new grade from the repeated course will be counted in GPA, completion rate and max time frame calculations. Financial Aid MUST include both the first and subsequent classes in the calculation.

Passed Passed "P" classes are included in attempted hours for financial aid students. Passed classes are also counted as a 4.0 or A for the students GPA calculation.

Grade Forgiveness Federal regulations do not allow schools to exempt grades that have been forgiven. Therefore, Alamance Community College calculates forgiven grades in satisfactory academic progress calculations.

Institutional Procedures Students are notified of the SAP Policy in the ACC General Catalog and Student Handbook and the Alamance Community College website.

Denial A student may be denied Financial Aid if any of the following occurs:

1. The student's G.P.A. is below the minimum requirements.
2. The student does not make the incremental progress required.
3. The student reaches the maximum time frame for completion of his/her program of studies

Warning Students who fail to meet the satisfactory academic progress requirements after any semester/term are placed on financial aid warning and are considered to be

making unsatisfactory academic progress. Students in this category may continue to receive Financial Aid for one additional term. A student will be placed on warning if the following occurs:

1. Failed to achieve a cumulative of at least 2.0.
2. Failed to complete 67% of credit hours attempted.

Appeal Process Students on financial aid suspension may appeal their status by completing an Appeal Form. In the SAP appeal form, students must explain your poor past performance and state a plan for future success. Typically, few circumstances exist in which the SAP Appeals committee can overturn the SAP decision.

Here are a few examples of situations that warrant a SAP appeal:

- Documented medical or emergency situation
- Documented death of a family member
- Drops occurred over 5 years ago and the student has since returned and completed 12 credit hours of excellent academic performance
- Student has an isolated semester of poor performance that can be explained
- Student at maximum time frame due to old credits or changing majors, has dropped or failed less than 15 hours and has less than 15 hours to complete their degree

Students CAN NOT be approved if they have been granted a previous SAP appeal and failed to comply with the Continuing Probation requirements.

The appeal decision is made by a committee of 5 members. Their decision is final. Students should make sure their appeal is accurate and has all of the supporting documentation needed when it is handed into the Financial Aid office. The documentation provided by the student is what the committee will base their decision upon.

Students submit their appeal form to the Financial Aid Office. If a student has begun classes at the point the appeal is received, the appeal will be considered for the student's upcoming semester. The Appeals Committee reviews the student's appeal and notifies the student in writing of their decision.

Appeal Denial

Typically, students are asked to complete 12 hours of course work and show marked improvement before they are able to file another appeal. The student may have to complete enough coursework to raise his/her GPA and Completion Rate. At that time, students may request a SAP review and if they meet the minimum standards, their SAP status will be updated and they will not have to complete another SAP appeal form.

A student who believes the decision of the SAP appeal committee is unfair must follow the Standard Grievance Procedure in the College Handbook.

Appeal Approval – Continuing Probation

Students who appeals are approved must achieve a 100% pass rate, a specified GPA of at least 2.0 or higher and only take courses in which pertain to their primary program. They must also complete an academic plan in order to receive financial aid. If they do not meet the requirements of the appeal, their financial aid will be suspended.

A second appeal may be considered but the student will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal. A student may first make an appointment with the Director of Financial Aid to ask for approval to file a second appeal. If the request is approved, the appeal will be delivered to the appeal committee in which their decision is final. As a result, very few second appeals are approved.

Consequences of Denial Students, who do not maintain satisfactory academic progress, lose eligibility for financial aid until satisfactory academic progress is met.

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