

Southwest Mississippi Community College

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Revised 03/2016

Southwest Mississippi Community College (SMCC) is required by federal regulations to establish minimum standards of satisfactory academic progress (SAP) to determine a student's eligibility to receive federal Title IV student aid for their chosen program of study. Federal Title IV student aid programs available at SMCC are:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work-study Programs (FWS)

To maintain student financial aid eligibility, the student must progress satisfactorily toward completing a chosen academic or career-technical program.

Qualitative Requirement – GPA and % of Hours Passed

SAP will be measured according to the following criteria:

<i>Cumulative Semester Hours Attempted *</i>	<i>Cumulative Grade Point Average (GPA)</i>	<i>Percentage of Semester Hours Passed*</i>
<i>1 – 29</i>	<i>1.5</i>	<i>66.7%</i>
<i>30– 59</i>	<i>1.75</i>	<i>66.7%</i>
<i>60 and above</i>	<i>2.0</i>	<i>66.7%</i>

**All attempted classes will count in hours attempted, including classes from which the student withdrew – Grade “W”. According to individual program standards, Associate Degree Nursing, License Practical Nursing and Cosmetology will require a 2.00 GPA for SAP.*

Status Review and Notification

A student's entire academic record will be evaluated to determine eligibility for financial aid, whether or not financial aid was received for all semesters or the student was granted an Academic Restart. Students transferring from another school on financial aid suspension or probation will be placed on financial aid warning for the first semester at SMCC. Students will be notified by mail if placed on a Warning Semester.

Warning Semester

Any student who fails to meet the satisfactory academic progress standards will be placed on financial aid warning for one semester. Financial Aid Warning may be assigned without an appeal or other action by the student. During this warning semester, a student will continue to be eligible for Title IV funds.

Failure to meet Warning Semester Requirements

If the minimum SAP standards are not achieved upon completion of the warning semester, all federal aid will be suspended.

Appeals Process

A student can appeal the suspension of their financial aid if one or more of the following situations occurred:

- 1. Death in the Family*
- 2. Injury or Illness*
- 3. Special Circumstances*

When completing the appeals application the student must also disclose what has changed in their situation that will allow them to meet the SAP requirements at the end of the next evaluation. After completing the appeal, the director will determine if the student will be placed on Probation and/or Academic Plan. If approved for an Academic Plan, the terms of this plan will be mailed to the student. The student must acknowledge their Academic Plan by signing and return the plan requirements letter to the Financial Aid Office.

During the Probation and/or Academic Plan semester, a student will continue to be eligible for Title IV funds. At the end of each payment period, while on Financial Aid Probation, the student must meet the terms of their Probation and/or Academic Plan to continue receiving Title IV Funds. Academic progress will be evaluated at the end of each semester. The results of this evaluation will be mailed to the student.

Failure to meet Probation and/or Academic Plan Requirements

If a student fails to meet the terms of their Probation and/or Academic Plan financial aid will be suspended.

Committee Appeals Process

If the student wants to appeal this decision, the student must submit a committee appeals application to the financial aid office. Once the committee makes their decision, the Financial Aid Director will contact the student in writing.

Quantitative Requirement – Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the published length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college, will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid. A student is ineligible when it becomes mathematically impossible for him to complete his program within the 150% of the length of the program. An appeal may be considered on a case by case base.

Other Required Considerations

All coursework for students, including any semesters that students did not receive financial aid, will be included in the SAP review.

Incompletes: *A grade of “I” incomplete will count as an “F” in all financial aid calculations. Once the incomplete is removed, the actual earned grade will be used. The student will need to advise the financial aid office when the change is made.*

Repeats: *Students may repeat a passing course one time with a D or better and receive Title IV funds. Any additional repeats of the same course will not be Title IV eligible.*

Add – Drops: *Title IV financial aid will not be adjusted once late registration ends. However, all attempted classes, including dropped courses, will count toward your GPA and percent needed to continue eligibility.*

Withdrawals: *Students may withdraw from a class and receive no credit with a grade of “W.” Classes from which students withdraw will count in the hours attempted.*

Developmental courses: *These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.*

Transfer Credits: *All credit hours from another institution, that are required courses for the students program, will count in the hours attempted. Credits hours received at a non-accredited institution, where Title IV funds were not received by the student, will not be included in the financial aid calculation of attempted hours.*