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Satisfactory Academic Progress Policy Effective Fall 2014

Introduction:

Each institution of higher education that receives Federal Title IV Funds is required by the U.S. Department of Education to define and enforce standards of Satisfactory Academic Progress. Satisfactory Academic Progress measures a student's performance in the following three areas: Cumulative Completion Rate, Cumulative Grade Point Average (GPA), and Maximum Time Frame. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including, but not limited to: Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Department of Education Loans (Stafford and PLUS), as well as assistance from the State of Colorado and designated institutional funds. These standards are applied to a student's entire academic history at Red Rocks Community College, including periods when financial aid was not received.

Effective fall 2014: A student who fails to complete at least one course with a passing grade during a single semester will automatically be Ineligible for Aid for subsequent terms. (See Appeal Process below.) Also, **Credit for Prior Learning (CPL)** counts as attempted credit hours.

Satisfactory Academic Progress Standards:

1) Cumulative Grade Point Average (GPA) Requirement:

Students must maintain a minimum cumulative Grade Point Average of a 2.0 for all credits earned at Red Rocks Community College.

2) Cumulative Completion Rate:

Students must complete at least 67% of cumulative attempted credit hours. The completion rate is defined as the percentage of the total number of credits completed divided by the total number of credits attempted over the entirety of a student's academic record.

All attempted credit hours at Red Rocks Community College (including remedial credits and ESL credits), transfer credits and CPL are included in the calculation of the cumulative completion rate.

3) Maximum Time Frame:

Once students have attempted 110% of the number of credit hours required for their degree or eligible certificate program, they will be sent an Alert Letter.

Students attempting credits in excess of 150% of the required number of credits to complete their program of study will be Ineligible for Aid.

Transferred-in credit hours and CPL are included in the calculation of allowable Maximum Time Frame.

Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours. This includes previously accumulated hours from prior certificates or degrees.

Definitions of Satisfactory Academic Progress Status:

Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each academic term. Students who fail to meet either the quantitative or the qualitative criteria will be placed on a Financial Aid Warning, Alert and/or Ineligible for Aid Status according to the following guidelines and will be notified electronically or in writing of their status.

Good Status:

Student is eligible to receive all types of aid

- 1) Student has a cumulative GPA at or above a 2.0. *Some scholarship programs may require a cumulative GPA higher than a 2.0 for continued eligibility.*
- 2) Student has cumulative completion rate at or above 67% and passed at least one course during their last term.
- 3) Student has not attempted more than 110% of required number of credits for enrolled degree or certificate program.

Alert Status (previously called Warning):

Student is eligible to receive all types of aid

- 1) Student has attempted at least 110%, but less than 150% of the required number of credits for his/her degree or certificate.

Students who have attempted 110% of the required number of credits for their degree or certificate will be sent an Alert Letter to inform them they are nearing the Maximum Time Frame Standard. We advise students who have attempted at least 110% of the number of credits required for their degree or certificate meet with an Academic Advisor for guidance in completing their degree before reaching the Maximum Time Frame Standard.

Warning Status (previously called Probation):

Student was in Good Status during his/her prior term of attendance and failed to meet the SAP criteria for GPA and/or Cumulative Completion Rate.

- 1) Student has a Cumulative GPA below a 2.0 and/or,
- 2) Has a Cumulative Completion Rate below a 67%.

Students maintain their financial aid eligibility while on a Warning Status, but must bring their Cumulative GPA and/or Cumulative Completion Rate above the stated standards to avoid being Ineligible for Aid in subsequent terms.

Ineligible for Aid Status (previously called Suspension):

Students who have failed to meet the stated SAP criteria while on a Warning Status. Students are not eligible to receive financial aid (federal, state or institutional financial aid).

Students will be placed on an Ineligible for Aid Status if:

- 1) After a Warning Status, their Cumulative GPA remains below a 2.0.
- 2) After a Warning Status, their Cumulative Completion Rate remains below a 67% OR they passed zero credit hours during the last term for which credits had been attempted.
- 3) The student has attempted more than 150% of the required number of credits for his/her degree or certificate.

While on an Ineligible for Aid Status, students lose their eligibility for financial aid. No aid will disburse to a student's account for the term(s) that a student is on an Ineligible for Aid Status.

If it is determined that a student cannot complete all the necessary requirements for his or her degree/certificate prior to attempting 150%, they will be placed on an Ineligible for Aid Status and are entitled to appeal in attempt to have their aid reinstated.

Probation Status:

Student was Ineligible for Aid, but has submitted an appeal and was granted the reinstatement of financial aid during his/her next term of attendance. Maintaining this Probation Status is based upon following the requirements of the Academic Plan included in the appeal process:

- 1) Students must earn a term GPA of a 2.0 or greater.
- 2) Students must successfully complete all courses.
- 3) When approved for Max Time Frame: Students must take only the courses listed on the Degree Evaluation, submitted with their appeal, that are *needed to complete* their degree at Red Rocks Community College.

Appeal Process:

Students, who are submitting appeals, please read this section carefully.

If a student is placed on an Ineligible for Aid Status, they have the right to submit a **written** appeal to the Financial Aid Office. **Complete appeals must be submitted no later than 2 weeks prior to the end of the term for which financial aid is being appealed.**

When appealing students will be asked to address the following areas:

- 1) Appeals must explain any extenuating circumstances that prevented the student from successfully completing their coursework **and** must be accompanied by supporting documentation. Examples of extenuating circumstances may include, but are not limited to: severe illness, severe injury, death in the family, an unforeseen or unavoidable personal circumstance.
- 2) Appeals must also explain why the circumstances no longer exist and what the student will do to ensure they will meet Satisfactory Academic Progress Standards in the future.
- 3) Students will be required to obtain a print out of their loan history from the National Student Loan Data System for Students at http://www.nslds.ed.gov/nslds_SA/ and complete the Loan Indebtedness Form.
- 4) Read and initial each part of the Academic Plan and sign.

Appeals can take up to 2 weeks to review. ***It is the responsibility of the student to submit an appeal in a timely manner if they wish to have their aid reinstated for subsequent semesters.***

All denied appeals are automatically referred to the Red Rocks Community College Appeals Committee for a secondary review. All decisions made by the Appeals Committee are final.

Appeal forms may be obtained in the Financial Aid Office or online at www.rccc.edu/finaid. Please, make sure to follow the outline provided. Any appeals that are incomplete will not be reviewed until the student provides all necessary materials to complete his/her appeal.

How Satisfactory Academic Progress is measured:

Attempted Credit Hours: Defined as any credit hours for which a student is registered for past the add/drop date, as well as transfer credits and Credit for Prior Learning (CPL) that the student has chosen to bring into the college.

Earned Credit Hours: Defined as any courses for which a student has received credit. Grades of A,B,C,D,S,S/A,S/B, and S/C are considered earned, as well as transfer or CPL credits that the student has chosen to bring into the college.

Incomplete Credit Hours: Defined as any class a student has attempted but did not receive credit for. Grades of NC,F,I,W,Z,AU,AW,U,U/D,U/F and SP are considered incomplete credit hours.

Academic Renewal Policy:

The Records Department can help a student with questions about Second Chance, Academic Renewal, and retaking a course for a better grade. However, all courses a student has ever taken are considered in the Max Time Frame Calculation. A student may choose to retake a course to improve their GPA, but this may cause a problem in their completion rate as well as their overall number of credit hours attempted.

Grade Changes: Students are responsible for notifying the Financial Aid Office of grade changes that affect their SAP standing.

Cumulative Completion Rate: Determined by dividing the total number of Earned Credit Hours by the total number of Attempted Credit Hours. Students must maintain a completion rate of 67% or more in order to maintain their Good Status.

Maximum Time Frame: Defined by using the required number of credits needed in order to complete a certificate

or degree. For example, most Associates Degrees require approximately 60 credits. A student must complete his or her program prior to attempting more than 90 (60 x 150%) credits. The same calculation applies towards certificates. Transfer credits, Credit for Prior Learning (CPL), and repeated courses will be included when determining Maximum Time Frame.

Academic Requirements for Outside Scholarships:

Students receiving certain scholarships such as Foundation Scholarships, RRCC Institutional Scholarships, Columbine Scholarship, and First Generation Scholarships may have other academic requirements to maintain their eligibility. Please refer to documentation on your scholarship, the awarding institution or the Financial Aid Office for additional information.

Second Degrees or Certificates

Under some circumstances students may receive funding for an additional degree or certificate beyond their first one. Students may be required to submit an appeal along with a Degree Evaluation to determine whether or not additional funding can be approved.

Transfer Programs:

Participation in the Mines Transfer Agreement and Regis' 3+1 program does not guarantee that a student will be eligible to receive financial aid to complete all required courses at Red Rocks Community College. If a student has successfully completed all required courses to complete his/her degree at Red Rocks Community College but still desires to complete courses needed to transfer to Mines or Regis, they may have to receive their aid through one of these other institutions.

Reinstatement of Aid:

Students regain eligibility when they are again meeting the qualitative and quantitative standards. Students can also regain eligibility by successfully appealing their Ineligibility for Aid Status. Upon successful reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Students may, or may not, receive all funds awarded prior to the loss of eligibility.

Red Rocks Community College wants all students to be successful and achieve their highest potential. Did you know that Red Rocks Community College offers a number of FREE services to students geared towards helping students reach their goals? Receive support and enhance your learning at the Learning and Support Services in the LARC or visit their website at www.rccc.edu/lss.

Revised June 27, 2014 (TK)