



Office of Financial Aid  
13300 West Sixth Avenue  
Lakewood, CO 80228  
(303) 914-6256 Phone  
(303) 914-6805 Fax  
[www.rccc.edu/financial-aid](http://www.rccc.edu/financial-aid)

## Satisfactory Academic Progress Policy Effective Fall 2014

### Introduction:

Each institution of higher education that receives Federal Title IV Funding is required by the U.S. Department of Education to define and enforce standards of Satisfactory Academic Progress (SAP). SAP measures a student's performance in the following areas: Cumulative Grade Point Average (GPA), Semester and Cumulative Completion Rates, and Maximum Time Frame. The SAP standards apply for all applicable financial assistance programs, including, but not limited to: Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Stafford Loans (subsidized, unsubsidized and Parent 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 on record with Red Rocks Community College, including periods when financial aid was not received.

Effective fall 2014: A student with a zero-percent completion rate during a single semester will automatically be Ineligible for Aid as of the subsequent semester. (See Appeal Process below.)

### Satisfactory Academic Progress (SAP) standards:

#### 1) **Cumulative Grade Point Average (GPA) Requirement:**

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

#### 2) **Semester and Cumulative Completion Rates:**

Students must complete at least 67% of cumulative attempted credit hours. In addition, they cannot have a single semester with a zero-percent completion rate (to include withdraws). Completion rate is the percentage of the number of credits earned divided by the number of credits attempted.

See Attempted Credit Hours for a list of what is included in the Completion Rate calculations.

### 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.

*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.*

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

See Attempted Credit Hours for a list of what is included in the Maximum Time Frame calculation.

### Definitions of Satisfactory Academic Progress Statuses:

Review of SAP will be done shortly after the stated due date for grades at the end of each academic semester. 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 semester.
- 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 to meet with an Academic Advisor for guidance in completing their program of study prior to reaching the Maximum Time Frame standard.

### **Warning Status (previously called Probation):**

Student was in Good Status during his/her prior semester of attendance and failed to meet the SAP criteria for Cumulative 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 their subsequent semester.

### **Ineligible for Aid Status (previously called Suspension):**

Students who have failed to meet one or more of the stated SAP criteria. 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%
- 3) They had a zero-percent Semester Completion Rate their last semester.
- 4) 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 semester(s) that a student is on an Ineligible for Aid Status.

**Probation Status:**

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

- 1) Students must successfully complete all courses.
- 2) When approved for Max Time Frame, students must take only the courses listed on their Official Degree Evaluation, (submitted with their appeal), which are needed to complete their program 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 semester for which financial aid is being appealed.**

When appealing, students must provide the following information, if applicable:

- 1) An explanation of extenuating circumstances that prevented the student from successfully completing their coursework, which must be accompanied by supporting documentation. Examples may include, but are not limited to, the following: severe illness or injury, death in the family, an unforeseen or unavoidable personal circumstance.
- 2) An explanation (or evidence) that the circumstances that caused issues no longer exist, and the student's plan to ensure they will meet SAP standards in the future.
- 3) A printout from the National Student Loan Data System ([www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/)) of their student loan history, and a completed Loan Indebtedness form.
- 4) Read and initial each part of the Academic Plan and sign.
- 5) An explanation for any preparatory coursework for a program at RRCC or at another institution. (Note: Grade replacement is generally not an acceptable reason if appealing for Max Time Frame.)

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.rrcc.edu/financial-aid/forms](http://www.rrcc.edu/financial-aid/forms). 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. This includes the following credits on file with RRCC: remedial, ESL, transfer, Credit for Prior Learning (CPL), audited courses, incomplete courses, repeated courses, and courses the student withdrew from.

**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 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 with their Cumulative Completion Rate as well as Max Time Frame.

**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. See Attempted Credit Hours for a definition of all that is included for Max 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 the 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 an Official Degree Evaluation to determine whether or not additional funding may 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 their 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 the other institution to which they have applied.

**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.rrcc.edu/student-success-services](http://www.rrcc.edu/student-success-services).*

Revised December 09, 2014 (TK)