

## 2011-2012

### Financial Aid Satisfactory Academic Progress Policy (SAP)

Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working towards an approved degree or approved certificate program at UACCM. Academic Progress will be reviewed prior to a student's initial enrollment period and at the end of each semester.

#### To be in Good Standing for Financial Aid, a student must:

- Successfully complete at least 64% of all attempted credit hours
- Maintain a 2.00 Cumulative Grade Point Average and Semester Grade Point Average
- Attempt no more than 96 credit hours for an associate degree; 51 hours toward a technical certificate, and 26 hours toward an approved certificate of proficiency (Please see the maximum time frame section below)
- Must be on track to complete degree plan within the maximum time frame

**Financial Aid Warning:** Students will be placed on Financial Aid Warning if they do not complete 64% of attempted credit hours and/or do not maintain a 2.00 cumulative or semester grade point average.

**Financial Aid Suspension:** A student will be placed on Financial Aid Suspension if they:

1. Attempt more than the maximum number of hours for the degree.
2. Cannot mathematically complete the degree within the maximum time frame
3. Fail to be in **Good Standing** at the end of the **Financial Aid Warning** semester

The first semester a student fails to meet SAP, the student will be placed on **financial aid warning** and may receive financial aid. The second semester a student fails to meet SAP, the student will be on financial aid suspension.

**Financial Aid Probation:** A student may be placed on Financial Aid Probation for one payment period **after an approved appeal**. After Financial Aid Probation, a student must be making SAP or must be successfully following an academic plan.

**Maximum Time Frame to Complete Program:** Students are expected to complete degree requirements after attempting a certain number of credit hours. The maximum attempted credit hours allowed for degree/certificate completion will be up to 150% of the credit hours needed to complete that type of degree. A degree-seeking student has eligibility for financial aid based on the following scale:

Associate Degree	96 hours
Technical Certificate	51 hours
Approved Certificate of Proficiency	26 hours

All courses attempted at UACCM will count toward this total, and any hours at another institution that are accepted toward the student's current UACCM degree will be counted in the determination of hours attempted. This includes grades of F, W, AW, audit and repeated courses. Once an associate degree, technical certificate, or certificate of proficiency has been earned, a student must commit another technical certificate or associates degree before further financial aid will be awarded. A student's aid total will be "reset" once the student has reached his/her 1<sup>st</sup> associates degree, at which time the student will be allowed 30 additional hours toward a second associates degree. Students receiving passing grades in a course may use Title IV funds to repeat a course only once in order to improve the previously received grade.

**Transfer Students:** Transfer hours accepted toward completion of student's program will count as hours attempted and completed.

**Repeated Courses:** Students may repeat a previously passed course once for the purpose of improving their grade. Students may repeat a failed course until it is passed. All repeated courses will be counted against the maximum number of hours allowed. The highest grade received will be calculated in the student's GPA.

**Remedial Coursework:** Financial Aid will be awarded for up to 30 credit hours of remedial coursework.

**Reinstatement of Financial Aid:** Students who have been determined ineligible for Federal Financial Aid due to satisfactory progress may re-establish satisfactory progress and regain eligibility by meeting the above requirements in future semesters or:

- Petitioning the Financial Aid Appeals Committee in writing for reinstatement of financial assistance. This appeal must be approved, and the student must be making satisfactory progress at the end of the next term or be meeting the requirements of the academic plan provided by the Appeals Committee.

**Appeal Process:** Students whose aid is cancelled may appeal this decision ONLY if there are EXTENUATING circumstances. To appeal, the student must complete and return the appeal form to the UACCM Financial Aid Office in writing within the designated timeframe indicated on the student's notification letter. The appeal should include a statement explaining the request for financial aid reinstatement and an explanation of the reasons for the request. Additionally, the student must explain what circumstances have now changed that will assist the student in making satisfactory progress. Supporting documentation should be attached whenever possible. Once the appeal has been submitted, the committee will review the appeal to determine whether or not circumstances beyond the student's control prevented him/her from maintaining satisfactory progress. Appeals that are approved are not retroactive to previous semesters.