



OFFICE OF FINANCIAL AID AND VETERANS AFFAIRS

P.O. Box 1009 (27204-1009) • 629 Industrial Park Avenue • Asheboro, NC 27205
(336) 633-0200 • www.randolph.edu/fin_aid • Federal School Code - 005447

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Satisfactory Academic Progress (SAP) Policy

Purpose

All financial aid recipients are required to meet satisfactory academic progress (SAP) according to Federal regulations and policies set by Randolph Community College (RCC). The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved degree, diploma, or certificate program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of study.

Scope

Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's cumulative grade point average, students are also required to pass a percentage of all attempted coursework, and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's satisfactory academic progress for financial aid, the student's academic record will be evaluated including credit hours earned at other post-secondary institutions and transferred into the student's program of study at RCC. This requirement applies to all students who apply for financial assistance from Federal, State and institutional aid.

Standards of Progress

To receive financial aid, the student must maintain satisfactory academic progress toward an eligible program of study. There are two standards in the Office of Financial Aid and Veterans Affairs standards of progress that students receiving financial aid must meet in order to maintain satisfactory academic progress:

Qualitative Standard

The minimum **cumulative** grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is **2.0**. This includes all degree, diploma and certificate programs. Developmental courses (courses numbered less than 100) are not included in GPA calculations.

Quantitative Standard - 67 % Completion Rate and 150% Maximum Time Frame

The student must maintain the minimums as listed below:

Completion Rate Requirement:

The student must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement. Example: if the student attempts 60 credit hours during enrollment, the student must successfully complete 40 credit hours (60 hours attempted x 67% = 40 hours). Successful completion is defined as receiving a grade of "A", "B", "C", or "D".

Maximum Time Frame:

The maximum time frame for a student to complete a program is 150% of the published length of the program. Example: if 75 credit hours are required to complete a degree, the student may attempt a maximum of 113 credit hours before the student exceeds his eligibility for financial aid (75 credit hour program x 150% = 113). One academic year of credit (30 credit hours) may be added for required remedial coursework.

If a student is pursuing more than one program of study, maximum timeframe standards of 150% will be applied, toward each program, for all attempted hours. Students may only receive financial

assistance for two programs of study while attending RCC. If the student should need additional periods of enrollment to complete the additional program(s) or if the student has a valid reason for pursuing an additional program of study, appeal procedures noted within this Satisfactory Academic Progress policy may be applied.

Treatment of Selected Grades:

Withdrawals: Credit hours in which a student receives a grade of “W”, “WF”, “FW”, or “AW” are included in the number of attempted hours, but do not count toward successfully completed hours. A grade of “WF” also affects a student’s GPA. This is considered an unofficial withdrawal. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

Incompletes and Failing Grades: Credit hours in which a student receives a grade of “I” or “F” are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, grades of “F” negatively affect GPA. Students with “incompletes” may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation, but may request reevaluation upon completion.

Transfer Credit: Students transferring from another college will be considered making satisfactory progress at the time of enrollment at Randolph Community College. A student’s maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

Audit and No Show: An audit “Y” or no show “NS” grade is not considered attempted coursework. It is not included in the grade point average or completion rate determinations. A student cannot receive financial aid for courses that he or she audits or is considered a no show (Y or NS).

Proficiency (Credit by Exam): While a credit by exam “X” is not included in the enrollment hours for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard.

Repeat Courses: For financial aid purposes, all hours attempted will continue to be counted in the student’s cumulative total of hours.

Developmental Courses: Courses numbered less than 100 (i.e. ENG 085, MAT 060, RED 090, etc.) are not included in GPA calculations, but are included when calculating the 67 % Completion Rate. One academic year of credit (30 credit hours) may be added for required developmental coursework when calculating the 150% Maximum Time Frame.

Summer Session:

Credit hours attempted and earned during summer session will be included in the calculation of satisfactory academic progress, just as any other enrollment period.

Complete academic record:

In order to measure a student’s satisfactory progress toward degree, diploma, or certificate requirements, the student’s total academic record at Randolph Community College must be evaluated whether or not the student received financial aid for the entire time of enrollment. This includes, but is not limited to, courses taken through dual enrollment, the Huskins program, and the RCC Early College High School. When students complete course work for more than one program, college and financial aid academic progress standards must be met for all programs to receive financial aid.

Returning Students:

Returning students are evaluated on a continuing basis from the first enrollment at Randolph Community College unless a mitigating circumstance is considered. Returning students who are previously enrolled under

an academic progress policy other than the current academic progress policy will be required to meet the standards of the current policy upon returning.

Eligibility Status:

Satisfactory: Satisfactory status is achieved when all criteria explained above is met.

Probation: Students (who are not currently on probation) who do not have the required grade point average and/or have not successfully completed 67% of their attempted credit hours, will be **placed on probation for the following semester**. Satisfactory progress will be monitored at the end of the semester to determine if the student met the standards of progress and is eligible to continue to receive financial aid.

Unsatisfactory: Students on financial aid probation status who have not attained at least a cumulative 67% completion rate and/or earned the minimum required grade point average listed above will have their financial aid suspended at the conclusion of the probation period. Students who have attempted the maximum allowable credit hours for their program of study will have their financial aid suspended.

Continued Probation On Appeal: If a status of Unsatisfactory is appealed and approved, a status of Continued Probation On Appeal is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.00 and a term completion rate equal to 100%. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled for the term. If a student withdraws or fails a course during a term dropping the term completion rate below 100%, or does not maintain a term GPA greater than or equal to 2.00, the appeal is terminated and the student will return to an Unsatisfactory academic progress status.

Notification of Financial Aid Probation or Unsatisfactory: The Office of Financial Aid and Veterans Affairs will send a warning letter to any student who is placed on financial aid probation or an unsatisfactory letter to any student who is no longer eligible to receive financial aid.

Regaining Eligibility: Students who attend college (without federal financial aid) may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Office of Financial Aid and Veterans Affairs once all requirements are met.

Students who exceed the maximum allowable timeframe to complete a program of study **must appeal and provide a graduation plan signed by their academic advisor**. If the plan is considered reasonable, the student may receive financial aid on probation for one or more semesters until the degree is completed.

Appeal of Satisfactory Academic Progress Standards: Students who have been disqualified from receiving financial aid may appeal the Office of Financial Aid and Veterans Affairs to waive the satisfactory progress requirements only where there are special circumstances. A student may submit written documentation to the Office of Financial Aid and Veterans Affairs that explains unavoidable circumstances that have affected academic performance. Supporting documentation must be presented. Circumstances may include, but are not limited to: illness of student, automobile accident, or the death of a family member. If a student is allowed to continue based on mitigating circumstances, the student will be given an additional increment of time to meet the standard requirements.

If a status of Unsatisfactory is appealed and approved, a status of Continued Probation On Appeal is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.00 and a term completion rate equal to 100%. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled for the term. If a student withdraws or fails a course during a term dropping the term

completion rate below 100%, or does not maintain a term GPA greater than or equal to 2.00, the appeal is terminated and the student will return to an Unsatisfactory academic progress status.

Appeals:

A student that is determined to be ineligible for financial aid does have the option to file an appeal. The process for appeal is as follows:

1. A student may appeal in writing to the Office of Financial Aid and Veterans Affairs explaining why satisfactory academic progress requirements were not met. Documentation of extenuating circumstances is required.
2. If a student disagrees with the determination by the Office of Financial Aid and Veterans Affairs, the Standard Grievance Procedure in the College Catalog must be followed.

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