

Federal Financial Aid Appeal (Satisfactory Academic Progress) Procedure

PURPOSE

To provide a means whereby students may appeal their financial aid satisfactory academic progress standing. All students must meet Satisfactory Academic Progress (SAP) standards in order to receive Title IV funds.

RESPONSIBILITIES

1. It is the responsibility of the Director of Financial Aid to ensure that all students SAP status is calculated at the end of each semester.
2. It is the responsibility of the Director of Financial Aid to communicate to students their status each semester.
3. It is the responsibility of the student to ensure that they remain updated on the SAP and appeal procedures.

PROCEDURES

Students are only allowed to attempt a limited number of credit hours under federal financial aid guidelines. Credits may include transfer credits, remedial credits and all other credits attempted at Rowan-Cabarrus. All students must meet Satisfactory Academic Progress (SAP) standards in order to receive Title IV funds. Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid has been previously received.

All students receiving aid must successfully complete a minimum of 66.7 percent of cumulative credit hours attempted in order to continue receiving Title IV financial aid funds. For example, a student attempting 35 credits must successfully complete 23 credits ($35 \text{ credits} \times 66.7 \text{ percent} = 23 \text{ credits}$). Students must also maintain at least a 2.0 cumulative grade point average (GPA). SAP evaluations are performed at the end of each semester for all students receiving Federal and/or State aid. (Successfully completed grades: A, B, C, D, S, P — Unsuccessful grades: WF, WP, W, F, I, R.) Failure to meet these standards may impact the student's eligibility for financial aid. Warning statuses will apply.

Upon completion of an associate degree, SAP evaluations can start over.

Definitions

150 Percent Rule (Maximum Timeframe)

Financial aid recipients will be terminated upon reaching 150 percent of the number of credits needed to complete their degree, diploma, or certificate program. This regulation applies to all students and terms regardless if the student received financial aid during all periods of enrollment. For example, a student working toward an associate degree needs 60 hours to graduate. Once the student attempts 90 hours, he/she is no longer eligible for financial aid (60 hours x 150 percent = 90 hours). Under extenuating circumstances, the 150 percent rule may be appealed, but only for one full term. (part-time adjusted accordingly) Example: If the student can graduate in the next term. The 150 percent rule applies to all classes attempted by the student, including vocational and transfer hours. Students must make other arrangements to pay their tuition and fees if their financial aid is terminated and they do not appeal, or the appeal is denied.

Students are allowed to receive financial aid for up to 30 credit hours of remedial coursework. The successful completion of up to 30 credit hours of remedial coursework is not counted toward the 150% completion rule. If the student exceeds 30 credit hours of remedial coursework, the number of credits in excess of 30 do count toward the 150% completion rule.

Repeated coursework is allowed as stated in the college catalog. However, repeated courses do count towards the calculation of the 150% time limit.

Warning

A student is placed on warning when they fail to meet satisfactory academic progress. A student with a warning status may receive financial aid for their next enrollment term. The student must reestablish satisfactory progress during the warning term. If a student fails to reestablish satisfactory progress during the warning term, their status will be unsatisfactory.

Unsatisfactory

Students who were previously on a warning status and have failed to maintain satisfactory academic progress will be given a status of unsatisfactory. This status makes the student ineligible for Title IV and NC state funding unless they go through the appeals process.

Appeals Process

Students in an unsatisfactory status may appeal if there are extenuating circumstances (ex. medical or personal problems). To appeal, the student must complete and return the Satisfactory Academic Progress Appeal to the Financial Aid Office. All supporting documentation must be attached. The appeal must explain why the student failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. Designated

financial aid staff reviews the written appeal and supporting documentation and makes the initial determination. All aid remains cancelled until the student receives notification that the appeal was approved for the next period of enrollment. As a best practice, students are allowed one appeal. However, professional judgment may be applied to approve additional appeals after evaluation of the individual circumstance.

Probation

Upon approval of an appeal, the student is placed on SAP probation for the next term. Probation standards are specified in the approval. If a student disputes the appeal decision, the student may request to be re-evaluated by the Director of Financial Aid.

Continued Probation

If a student has previously been on probation and completed the term with a GPA of 2.0 or higher and successfully completed all classes, but has not yet re-established satisfactory academic progress, they will remain eligible for financial aid in a continued probation status. The probation status will remain until the student has re-established satisfactory academic progress.

Appeal Denied

If the appeal is denied, students can regain their financial aid eligibility by taking action that brings them back into compliance with satisfactory academic progress standards. This requires the student to successfully complete enough credits, without receiving financial aid, to bring them up to the minimum requirements (2.0 cumulative GPA and 66.7 percent completion rate).

Terminated after Appeal

A student who has previously had an appeal approved by the financial aid office and does not meet the requirements of the appeal will be terminated. They will no longer receive financial aid assistance and may not have the option of subsequent appeals.

Original (signed) procedure is on file in the
Rowan-Cabarrus Community College President's Office
Dr. Carol Spalding, President