

**Institutional Policy for Onondaga Community College
Satisfactory Academic Progress (SAP) Standards for Federal Financial Aid**

Federal regulations require Onondaga Community College to establish Satisfactory Academic Progress standards for the continued receipt of Federal Title IV Financial Aid. The Title IV Financial Aid programs are the Federal Pell Grant, Federal ACG, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and the Federal Parent Loan for Undergraduate Students. These standards ensure that only recipients demonstrating satisfactory progress toward the completion of their educational program continue to receive federal financial aid. Onondaga's Standards of Federal Satisfactory Academic Progress measures a student's performance in the following three (3) areas:

1. Completion Rate

Each semester, a student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned. Attempted hours include any OCC credit (or equivalent credit, such as remedial) coursework for which the student has remained enrolled and charged tuition as of the census date of the semester. A student must earn 50 percent of the first 0-12 credits attempted to maintain satisfactory academic progress; after 12 credits a student must then earn 67 percent of credits attempted. Accepted transfer credits will be used to determine the cumulative attempted hours. See *Completion and Results Chart* below.

The following are considered when evaluating a student's satisfactory academic progress:

- Earned credit hours are defined as the sum of hours for which a student has earned a grade of A, B, C, D, S, SA, SB, P, EM, or M.
- Repeated courses are included in the calculation of attempted and earned hours.
- Transfer credits are included in the determination of cumulative attempted hours.
- Withdrawals (W), Administrative Drops (X), Incompletes (I), Failures (F), and Unsatisfactory (U), Non Mastery (NM) are not earned hours, but will be counted as attempted hours.

Completion Rate Results –

For the first 0 -12 hours attempted:

- Students must earn at least 50% of attempted hours to meet Satisfactory Academic Progress.
- Students earning less than 50% will be placed on Financial Aid Probation giving one semester to take corrective action to make up academic deficiencies.

For 13 and greater cumulative hours attempted:

- Students must earn 67% or more of attempted hours to meet Satisfactory Academic Progress.
- Students earning less than 67% but more than 32% of the total hours attempted will be placed on Financial Aid Probation giving one semester to take corrective action to make up academic deficiencies.
- Students earning 32% or less of the total hours attempted will be determined as Unsatisfactory, meaning immediate denial status for future financial aid consideration until such time as the student demonstrates academic success as defined by the College's academic rules for reinstatement by completing 6-8 credit hours (together or in sequence) with grades of C or better.

Completion Rates and Results Chart		
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<u>Cumulative Attempted Hours</u>	<u>Semester Completion Rate</u>	<u>Federal Financial Aid SAP Status</u>
0 -12	50% and greater Less than 50%	Satisfactory Academic Progress-Aid Continues Financial Aid Probation--Aid Continues for 1 semester
13 or more	67% and greater 66% to 33% 32% or less	Satisfactory Academic Progress - Aid Continues Financial Aid Probation - Aid Continues for 1 semester Unsatisfactory - Aid denied

2. Cumulative GPA

In order to retain financial aid eligibility, the student must maintain a minimum cumulative GPA as published in the official Academic Rules, Article VIII-Academic Standing for Onondaga Community College. If a student loses matriculation, the student will also be denied Federal Title IV aid, regardless of the completion rate calculation. When matriculation is reinstated, a student may submit a written request to the Director of Financial Aid for a re-evaluation of Federal Satisfactory Academic Progress.

3. **Maximum Time Frame**

A student's eligibility for Federal Title IV aid will be terminated (and is not subject to appeal) at the point where 150% of the total hours required for a degree or certificate, as stated in the College catalog, have been attempted or when 124 or more credit hours have been earned. Hours attempted equal the sum of all OCC credit (or equivalent credit, such as remedial) hours for which tuition was charged (as of the census date) plus all transfer hours accepted for credit. For students in a dual major, as well as for students who seek to earn additional degrees, an academic review will determine how many additional credits will be allowed toward the subsequent program and students will be notified of the allowed maximum total hours. ***Important to Note: If a student changes course of study, the hours attempted under all courses of study are included in the calculation of the maximum time frame.***

Specific Information Pertaining to this Policy, Definitions, and Procedures

Evaluation of Federal Satisfactory Academic Progress

A progress review will be conducted at the end of each Fall, Spring, and Summer semesters (winter inter-session is not included) shortly after final grades have been posted. At that time, a student will either be in Satisfactory Academic Progress, be placed on Financial Aid Probation, or will be Unsatisfactory. If Unsatisfactory, aid will be denied for future enrollment periods. The student must meet the Completion Rate and be within the Maximum Time Frame to remain in good Federal Academic Progress. In addition, the student must also meet the academic standards of the College (cumulative GPA) to continue receiving Federal Title IV aid. First-time students, and Transfer students without prior academic history at OCC, are considered to be making satisfactory Federal academic progress for the first semester.

Correction/Changes to Grades

If a student's academic record is changed subsequent to the evaluation date, a student may submit a written request to the Director of Financial Aid for re-evaluation of Federal Satisfactory Academic Progress.

Federal Financial Aid Probation Status

Federal Financial Aid Probation status will not prevent the student from receiving federal student aid. This probationary status is meant to inform the student of potential academic problems and provide time for corrective action. Students will be encouraged to meet with an academic advisor. If a student does not meet the Federal Satisfactory Academic Progress standards after this probationary period, the student will be denied financial aid as Unsatisfactory.

Federal Financial Aid Unsatisfactory

Students not earning the minimum completion rate of hours attempted, or who fail to make satisfactory academic progress after a Federal Financial Aid Probation period, will be determined Unsatisfactory effective immediately, denying future financial aid consideration until such time as the student either demonstrates academic success as defined by the College's academic rules by completing 6-8 credit hours (together or in sequence) with grades of C or better, or a Waiver Appeal is approved. Notification of Unsatisfactory status is sent to student along with an Application for Waiver of Satisfactory Academic Progress Standards for Federal Financial Aid.

Federal Financial Aid No Progress

If student already received a one-time Waiver approval for Unsatisfactory, then failed to make satisfactory academic progress a second time, student will be determined to be No Progress and must meet academic progress standards as defined by the College's academic rules by completing 6-8 credit hours (together or in sequence) with grades of C or better, without benefit of Federal Title IV aid. See *Regaining Eligibility Through Successful Completion of Coursework* below.

Regaining Eligibility Through Successful Completion of Coursework

A student who loses eligibility may regain it by demonstrating academic success as defined in the College's academic rules by completing 6-8 credit hours (together or in sequence) with grades of C or better. Such courses must be funded without benefit of Federal Title IV Student Aid. Students who do not wish to apply for a waiver, did not qualify to receive a waiver, or have received a prior waiver, may wish to regain eligibility in this manner. Upon completion of these courses, a student should submit a written request to the Director of Financial Aid for re-evaluation of eligibility.

Appeal Procedure and Application for Waiver of Satisfactory Academic Progress Standards

A determination of Unsatisfactory may be appealed based on mitigating circumstances. A mitigating circumstance is defined as an exceptional or unusual event beyond the student's control, which contributed or caused the academic difficulty. To apply, a student must complete and submit an Application for Waiver of Satisfactory Academic Progress Standards for Federal Financial Aid to the Satisfactory Academic Progress Standards Committee, Student Central – Gordon Student Center. The determination for a Waiver decision is made within 2 weeks of receipt with notification mailed to the student and the Director of Financial Aid. The decision of the Committee is final. The Committee may require more time if additional information is needed from the student, or the student's Application for Waiver is incomplete. ***Special note: A Waiver of Satisfactory Academic Progress Standards for Federal Financial Aid is given only once and mitigating circumstances may not be used to justify a pattern of poor performance or to override the maximum timeframe standard.***