



Satisfactory Academic Progress Standards for Financial Aid
Effective 2016-2017 with Fall 2016 Calculation

A student receiving any federal, state, or institutional financial aid must be making satisfactory progress toward a financial aid eligible program of study (degree or certificate) in order to continue to receive assistance. If the student has attended FCC prior to applying for financial aid (including Open Campus/Dual Enrollment students), all prior academic coursework is included in the qualitative and maximum timeframe calculations of satisfactory academic progress. Progress is reviewed at the end of every semester in which financial aid is received and/or at the time financial aid eligibility is determined.

The following are reviewed:

- a. Quantitative: the percentage of courses (credit and developmental) completed each semester, including transfer credits accepted;
- b. Qualitative: minimum grade point average (GPA) for total credits attempted; and
- c. Maximum Timeframe: program completion within the specified timeframe.

Definitions:

- **WARNING** – a status indicating the student may receive aid for one additional semester. A student placed on warning must be able to meet the cumulative quantitative and qualitative requirements by the end of the warning semester. Failure to do so will result in suspension.
- **SUSPENSION** – a status indicating the student is not eligible for financial aid funds. Students have the right to appeal, as described in the **Appeal Process and Reinstatement of Financial Aid** section of this policy.
- **PROBATION** – a student on probation has an approved appeal and is required to follow specified conditions (Academic Plan) to maintain good standing.

Quantitative/Qualitative Requirements

A student is required to meet the completion rate and minimum grade point average requirements listed below.

To earn an A.A.T. degree, students must achieve a minimum of a 2.750 cumulative GPA, as described in the college catalog. Federal regulations state that the SAP requirements must be at least as strict as the academic policy for the school, thus students pursuing an A.A.T. degree must adhere to the following standards:

<u>Total Credits Attempted</u>	<u>Minimum Cumulative GPA</u>	<u>Completion Rate of total attempted</u>
0 – 15	2.00	50%
16 - 45	2.50	67%
46 & above	2.75	67%

Students pursuing any other eligible associate degree or certificate program must adhere to the following standards:

<u>Total Credits Attempted</u>	<u>Minimum Cumulative GPA</u>	<u>Completion Rate of total attempted</u>
0 – 15	2.00	50%
16 & above	2.00	67%

Credits attempted include developmental classes and ESL classes. See the Schedule of Classes for the credit hour equivalent for developmental and ESL course work. Credits accepted in transfer count as both attempted and successfully completed credits. **Grades of Incomplete (I), Repeat (Rp), In Progress (Z), Unsatisfactory (U), Audit (Au), Withdraw (W), and Fail (F) are not considered successful completion. Per Federal regulations, the SAP policy must have a qualitative measure for developmental coursework. Since developmental credits are not included in the GPA calculation, grades of D and lower are also not considered successful completion for developmental coursework.**

If a student does not meet the stated academic standards at the end of a semester, the student is placed on financial aid warning. While on financial aid warning, the student is eligible to receive financial aid for one more semester (the warning semester). At the end of the warning semester, academic progress is reviewed to determine if the student is meeting the quantitative, qualitative,

and maximum timeframe requirements. If the student is not meeting the requirements, the student is suspended from financial aid. If the student is suspended from financial aid, there is an appeal process available.

Impact of Repeated Courses:

- **A Repeated course** counts as credit attempted during each term the student is enrolled in the course; however, a repeated course is counted as credit completed only one time, using the highest grade.
- **Failing a repeated class** that was previously passed results in 0 credits completed for the failed course.
- **Eligibility for a repeated course:**
 - Financial aid can be received to repeat a course one time in which a grade other than “F” has been received. The highest grade earned will be used in the GPA calculation.
 - If an “F” grade is received in a class, financial aid can be used to repeat the failed class. Keep in mind this will count each time as an attempted class and impact completion rate and maximum timeframe.

Maximum Timeframe and Eligible Program

Financial aid applicants must complete their degree or certificate program within a timeframe that is no longer than 150% of the published length of the current program of study. The timeframe includes **all** attempted coursework at FCC except developmental and ESL coursework. Even if the student changes his/her program of study, all coursework is counted as attempted. Accepted transfer credits and advanced placement credits that fulfill requirements in the degree or certificate are included. The appropriate timeframe is calculated according to the current program of study (as listed in PeopleSoft).

For example, the General Studies A.A. degree program requires a maximum of 60 credit hours. To maintain financial aid eligibility, the student may attempt no more than 90 credit hours. If the school determines that a student cannot complete within the maximum timeframe, the student must be placed on suspension.

Some programs (certain certificates, letters of recognition) and courses (FEMA, MA80, continuing education) are not eligible for federal and state student financial aid. Contact with financial aid office with questions about eligible programs and courses.

Courses Not Required for Current Program

Any course that is listed as a “course not used” on the student’s current program of study (as listed in PeopleSoft) is not eligible for financial aid. Exceptions to this rule include approved pre-requisite, split course (some of the credit, but not all, falls into the “courses not used” category), approved repeat and developmental courses.

Developmental Coursework

A student who is enrolled in an eligible program of study can receive financial aid for up to one year (30 credits) of developmental and prerequisite coursework. Developmental coursework is not counted when determining maximum timeframe. ESL credits are unlimited in number as long as they are taken as part of an eligible program of study.

Appeal Process and Reinstatement of Financial Aid

Students who become ineligible for financial aid due to academic progress or because of maximum timeframe, may appeal via the Appeal for Financial Aid Suspension, Maximum Timeframe and Unusual Enrollment History form. Students must have extenuating circumstances that led to their inability to meet the standards, and these circumstances must be resolved so as not to hinder future academic progress. Examples include: death in immediate family, involuntary transfer or change in work hours by employer, serious illness/accident/medical condition, or other documentable extenuating circumstances. An appeal is reviewed by the Financial Aid Committee and a decision sent to the student’s FCC email.

Attendance Requirement

Students who receive financial aid must attend their classes. Passing grades are proof of attendance. Attendance in on-line classes is documented through submission of academic assignments, completion of exams, or actual participation in on-line discussions about academic matters. The Financial Aid Office confirms attendance with instructors. A student who stops attending a class, is required to officially withdraw. If the student stops attending or withdraws from all classes in a semester, the student’s financial aid may be adjusted based on the Federal Return of Title IV (R2T4) Refund calculation. If a student never attends a course for which financial aid was awarded, all aid for that course will be canceled and the student will be billed for any outstanding charges.

Please contact the financial aid office prior to withdrawing to determine changes in eligibility of funds.

Disclaimer

If you are age 18 or older, any information you disclose in a SAP appeal regarding prior childhood abuse or neglect must be reported to local law enforcement authorities per state law, even if the event(s) occurred many years ago. College employees are also required by law to report disclosures of current childhood abuse or neglect to local law enforcement authorities if you are under age 18. (Refer to Opinion of the Maryland Attorney General dated December 3, 1993, at 78 Op. Att'y Gen. 189). <https://www.oag.state.md.us/Opinions/1993/78oag189.pdf>

Frederick Community College is also required to adhere to Title IX Sexual Misconduct Policy and Procedures. For a fuller understanding of Title IX and contact information for whom to speak with if you have concerns about sexual misconduct, visit: <http://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/titleix.aspx>.

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.