



**SEWARD COUNTY
COMMUNITY COLLEGE**

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**Satisfactory Academic
Progress Policy**

Revised 06/01/2021

The federal government requires that the Office of Student Financial Aid at Seward County Community College monitor the academic progress of all applicants receiving financial assistance under Title IV programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Student loans (Stafford and Plus) and Federal Work-study.

This regulation requires that SCCC establish a Satisfactory Academic Progress policy that includes a quantitative (Pace/completion rate), qualitative (GPA) measure of progress, and the time frame allowed for completing a certificate or degree. In compliance with these regulations, SCCC has adopted the policy in regard to all state and federal financial aid eligibility. Satisfactory Academic Progress is evaluated at the end of each structured semester. SCCC will review all hours, including those from other institutions and those that have not previously received financial aid.

Quantitative (Pace/Completion Rate) Measures

1. Pace is calculated by dividing the number of accumulated completed credits by the number of accumulated attempted hours. Students must pass a minimum of 67.00% of all attempted credit hours with a passable grade
 - a. Non-passing grades include: F (failing), I (incomplete), W (withdrawn), IP (In Progress), AU (Audited Courses) and CE (Continuing Education credits such as Business & Industry Courses)
2. SCCC does NOT round up and will use a 2 decimal place percentage. A student with a 66.67% pass-rate will be placed on Federal Aid Warning or Federal Aid Suspension.
3. If a student fails to earn any credits for the term, he or she will be individually reviewed to determine SAP status.

Qualitative Measures (GPA)

1. Students maintain a cumulative GPA of at least 2.0 to be considered in good standing for Federal Financial Aid.

Time Frame of Completion

1. Students working toward an associate degree shall be limited to 150% of attempted credit hours (typically 96 total credit hours).
 - a. In determining credit hour limits, it is important to note the following:
 - i. All transfer-in hours are counted as both attempted and completed hours;
 - ii. Course withdrawals (if not within the 100% refund period) are counted as attempted hours;
 - iii. Repeated coursework and remedial classes are counted as attempted hours. (NOTE: Financial aid may pay for the repeat of coursework to improve an earned grade of "F" only for courses required in that student's declared degree. Students repeating a course with an earned grade of "D" or better will qualify for financial aid for this repeated class one time only.)

Financial Aid Warning

Students who fail to meet the above listed academic progress standards at Seward County Community College, will be placed on Financial Aid Warning for the following semester or the next semester the student attends. Students placed on Financial Aid Warning will remain eligible to receive federal financial aid as long as they meet Satisfactory Academic Progress (a cumulative 2.0 GPA and 67% completion rate), and have not exceeded the maximum number of hours allowed for their program (not to exceed 150%). Students placed on Financial Aid Warning will be notified in writing by the Office of Student Financial Aid as soon as possible after the end of each semester.

Financial Aid Suspension

Students placed on Financial Aid Suspension will not be eligible for federal financial aid funds. Suspension of federal financial aid will occur if Satisfactory Academic Progress is not met during warning periods. Students will be placed on Financial Aid Suspension based on the following criteria:

1. Did not meet requirements of Financial Aid Warning or did not mathematically make progress in one semester.
2. Have completed an Associate Degree or beyond.
3. Have attempted greater than 150% for a 2 year program (typically 96 attempted credit hours).
4. Two consecutive semesters of not meeting SAP.

Students placed on Financial Aid Suspension will be notified in writing by the Student Financial Aid Office after the determination of the suspension. Financial Aid Suspension does not mean a student is prohibited from attending Seward County Community College, as long as all other requirements for attendance are met. They are not eligible to receive financial aid funds and assume the responsibility for payment of the direct costs (tuition, fees, books, dorm, etc.), at the time of enrollment. Students placed on Financial Aid Suspension have the right to appeal the suspension if they feel they have unusual circumstances that warrant an exception to policy. Students must follow the appeal process outlined on the appeal form.

Evaluation of Academic Records

Evaluation of academic records will take place at the end of each structured term/semester.

Dual Enrollment Participation

Dual enrollment students are not eligible for Federal Financial Aid. An incoming freshman with dual enrollment hours solely from SCCC that does not meet the minimum 2.0 GPA and/or a 67% pace, will be placed on Federal Aid Warning during their first semester.

Transfer Students:

All transferring students attempting one or more semesters will have GPA and total completing hours evaluated. If students do not meet our SAP policy as stated above they will be placed on suspension.

Reinstatement of Financial Aid Eligibility

A student placed on financial aid suspension is expected to provide for their educational expenses. Any student placed on financial aid suspension may appeal to the Appeals Committee if there were extenuating circumstances that hindered academic performance. Examples: death of a relative, an injury or illness of the student, or other special circumstances.

A student who has successfully appealed his/her suspension status will be placed on probation until the appeal is completed, the student graduates, or they are able to achieve SAP status on their own. Each student will be assigned an academic plan. Academic plans are individualized and are at the discretion of the Financial Aid Office. If a student is granted an appeal based on an Academic Plan they will be eligible for federal aid on a term-by-term basis. Students must follow their Academic Plan exactly as it is written in order to continue to receive federal aid. For example the plan may include one or more of the following requirements:

- student is required to achieve a semester grade point average of no less than a 2.0 and complete no less than 100% of attempted hours for that term;
- limitation of the number of hours allowed to enroll;
- limitation of the number of repeats of a course.

If an Academic Plan is not followed, the student's financial aid status will revert to Financial Aid Suspension/Denial. The student will remain on Financial Aid Denial and must satisfactorily complete attempted credit hours at their own expense with a minimum 2.0 GPA and 67% pass rate before they will be allowed to request reinstatement.

Satisfactory Academic Progress Appeal Process

The appeal process is available to any student placed on Financial Aid Suspension. During the appeal process, a student is allowed to enroll at Seward County Community College if all requirements of admission or re-admission are met. However, the student is responsible for payment of all direct costs (tuition, fees, books, dorms, etc.), at the time of enrollment.

All appeals should be put in writing on the Satisfactory Academic Progress (SAP) Appeal form. These forms are available online at <https://sccc.edu/web/students/financial-aid/financial-aid-forms>.

A "Satisfactory Academic Progress Appeal" letter along with an **academic program plan** prepared with an academic advisor should be submitted to the Office of Student Financial Aid following the annual appeal calendar deadlines. The letter should explain specific mitigating circumstances which prevented the student from maintaining satisfactory academic progress and include supporting statements and documentation from appropriate sources (i.e. physician, certified psychologist, psychiatrist, mental health clinic, attorney, academic counselor, employer, etc.). The appeal letter should also include steps the student will take to ensure that the circumstances will not be repeated. The Student Financial Aid Appeal Committee will make a decision regarding the appeal and notify the student in writing of the decision within two weeks after receipt of the written appeal and supporting documentation. Appeal Committee decisions are final.

If the appeal is denied, the student remains on Financial Aid Suspension. If the appeal is denied or the student does not submit an appeal, the student must obtain a cumulative 2.00 GPA and have completed 67% of the overall courses attempted before receiving further federal aid.

APPEAL STATUS/WARNING/PROBATION STATUS

Successful appeals will allow a student to be placed in APPEAL status. Students must meet the conditions outlined in the appeal decision; complete 100% of the hours attempted with a 2.0 cumulative GPA. If a student is unable to meet these conditions, the student will be ineligible for aid.

Unless extreme extenuating circumstances exist, a student will only be granted ONE approved appeal. If the student believes they are unable to follow appeal requirements (100% completion of courses), they should contact the Financial Aid Office prior to dropping courses to request an exception to appeal requirements with the Appeals Committee. Appeal decisions are final. **Second Associate Degrees will not normally constitute a special circumstance.**