

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Satisfactory Academic Progress for Federal Financial Aid Recipients

EFFECTIVE DATE: July 1, 2000; Revised September 1, 2011; Revised February 19, 2013

REVIEW OF ACADEMIC PROGRESS APPEAL PROCESS APPEAL NOTIFICATION

Southwest Tennessee Community College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP) standards according to federal and state laws and regulations. Progress is measured by the student's term, grade point average, credits earned in relation to credits attempted hours (67%) and the length of the academic program.

The Financial Aid Appeal Form requires Adobe Reader and is available on the College's website.

In order to continue to receive federal financial aid, a review of a student's academic progress is conducted each semester after the posting of grades.

The entire academic record is reviewed:

- including semesters of enrollment when a student did not receive financial aid
- all developmental courses
- transfer credits being accepted by the College.

A student may not make SAP for any one of the following reasons:

Reason 1: Failed Grade Point Average (GPA)

Based on the chart below, a student's overall GPA must correspond to the number of credits attempted.

Total Credits Attempted	Minimum Grade Point Average
1-14	No minimum
14.1-26	1.0
26.1-40	1.4
40.1-48	1.7
48.1-56	1.9
56.1 and above	2.0

Reason 2: Failure to meet the 67% Rule

At least, two-thirds (67%) of all credits attempted must be earned (passed). Grades of A, B, C, or D will be considered as hours attempted and earned. Grades of F, W, or I will be considered as hours attempted, but will NOT be considered as hours earned.

Examples:

- All credits earned/All credits attempted = 67% (how it is calculated)
- 25 credits earned/50 credits attempted = 50% (did not meet SAP)
- 40 credits earned/50 credits attempted = 80% (met SAP)

Reason 3: Over MAX Hours

The number of credit/hours to complete a degree or certificate must not exceed 150% of the total credit/hours in the program of study. Transfer credits accepted by Southwest will be counted towards the 150 percent total and all credit/hours attempted including those from a change of major but excluding developmental credit/hours. Students are allowed to receive financial aid for a maximum of 30 cumulative attempted hours of developmental coursework. A student who is over MAX hours must file a Financial Aid Appeal Form with an attached degree audit each semester.

Associate Degrees

- Total of credit/hours in the Program of Study up to 150% of the program hours (not including developmental credits)

Eligible Certificates

- Total of credit/hours in the Program of Study up to 150% of the program hours

Review of Academic Progress

First Review

A student who fails to meet SAP (failed GPA, 67% Rule and/or Max Hours) will be contacted via e-mail and placed on Financial Aid Warning for ONE semester. The student may continue to receive Title IV funds (Examples: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Federal Work-Study if eligible) for one semester without having to complete a Financial Aid Appeal Form. A student who is over MAX hours must file a Financial Aid Appeal Form with an attached degree audit each semester.

Second Review

If the student fails to regain eligibility at the end of the warning semester, they will be ineligible to receive financial aid must pay for their enrollment until they meet both the 67% hours attempted AND the cumulative GPA requirements. However, a student has the option of filing a Financial Aid Appeal Form. A student who is over MAX hours must file a Financial Aid Appeal Form with an attached degree audit each semester.

Appeal Process

If circumstances preclude a student from meeting the standards, a student may file a Financial Aid Appeal Form. Students may obtain the form from the Financial Aid Office or the College's website. The appeal form and supporting documentation must be returned to the Financial Aid Office any time after grades are posted for the last semester attended. Documentation must be attached to substantiate the reason for the appeal. The appeal may not be based upon the need for financial aid assistance or the lack of knowledge that the financial aid assistance was in jeopardy. Only complete and legible appeals will be considered. Submitting an appeal form does not constitute approval nor will classes be held while the appeal is under review.

Appeals will be considered for the following reasons:

- Prolonged illness, medical condition, or injury to student or immediate family member
- Death of an immediate family member
- Family trauma which occurred during the semester in question
- Circumstances beyond the student's control

Appeals **must** include the following information:

- Completed Financial Aid Appeal Form
- Circumstances and how the circumstances affected academic performance
- Dates and time periods involved
- Explanation of how your situation has changed and the steps you are taking to resolve the circumstances

Documentation may include:

- Physician's letters and hospital records (must include dates of illness and recovery time)
- Death certificate or obituary
- Court or police documents
- Letters from third party professionals on his/her letterhead
- Students who have exceeded maximum hours must include a degree audit signed by an academic advisor

Appeal Notification

The student will be e-mailed an approval or a denial response.

Appeal Denied

If the student's appeal is denied, their financial aid will be suspended and the student may pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment that they meet both the 67% hours attempted AND the cumulative GPA requirements.

Appeal Approved

If a student's appeal is approved, the student will be placed on Financial Aid Probation and will be required to submit an individualized Academic Plan which will include a degree audit signed by an academic advisor indicating the number of hours needed to complete the current degree and intended graduation date. The student will be eligible for continued financial aid. An appeal may be required every semester that a student does not meet SAP but does show progress.

Failure to maintain SAP or follow the academic plan will result in the loss of Title IV aid (Pell, SEOG, and Federal Work-Study, if eligible). The student must pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment that they meet both the 67% hours attempted AND the cumulative GPA requirements.