



ASNUNTUCK COMMUNITY COLLEGE

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Office of Student Financial Aid Services

SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS

PREFACE

In March 2005 the Connecticut Community Colleges approved a uniform academic progress standard for all students receiving student financial aid at all of the 12 community colleges. This standard is reflected in the policy statement below and is effective for periods of enrollment beginning with the fall 2005 semester. Questions concerning this new policy should be addressed to the director of financial aid services at the attending college.

POLICY

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at the college.

A student must complete successfully two-thirds (66.66%) of the credits (earned credits/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, and noncredit remedial courses (with appropriate credit equivalency evaluation) will be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

A student must also maintain a cumulative minimum grade point average as noted below to be making satisfactory academic progress and be eligible to receive financial aid.

<u>Earned Credits</u>	<u>Minimum GPA</u>
≤ 15.99	1.50
≥ 16.00	2.00

A student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students.

Probation Period

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Probation once. The probationary period will be the student's next semester of enrollment at the college. The college will communicate the Probation status to the student and inform the student that s/he must meet the academic progress standard by the end of the Probation Period in order to maintain eligibility to participate in the financial aid program at the college.

Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the financial aid program at the college. The college will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student.

Maximum Credit Hours

A student may receive student financial aid for any attempted credits in his/her program of study that do not exceed 150% of the published length of the student's educational program at the college. For example, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30-credit certificate program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the college must be included in the calculation. This 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

Reinstatement Policy

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress requirements. Reinstatement to the financial aid program may also occur upon a successful appeal by the student.

Appeal Process

A student may request reinstatement to the financial aid program through the following Appeal Process.

If the student feels his failure to meet the minimum satisfactory academic progress standard was the result of an unusual or extraordinary situation that affected his successful progression, the student may appeal to the Director of Student Financial Aid Services. Some personal mitigating circumstances could include illness or injury of the student or dependent of the student; a death in the family; or other undue hardship as the result of special circumstances. An appeal form is available on-line or in the Financial Aid Office.

To provide consistency in decision-making, the Director will make all appeal decisions in a timely manner after the receipt of the appeal form. The student must: 1) explain the extenuating circumstances causing the non-compliance; 2) substantiate it with third party documentation (i.e. letter from the doctor who treated the student); and, 3) give a detailed explanation of the resolution of the extenuating circumstances which will support the student's successful completion of the upcoming semester.

Once a decision is made the student will be notified by e-mail or regular mail. If the appeal is approved, the student must then make an appointment with the Director to devise an appropriate educational plan for the upcoming semester. For example, the terms may be as follows:

- 1) Register and successfully complete a minimum of six (6) credits; and,
- 2) Be making progress toward a required 2.0 G.P.A.

At the end of the semester, grades will be reviewed. If the student has met the required terms, the student may continue to receive financial aid the following semester. The student's progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with Asnuntuck's Standards of Satisfactory Academic Progress.

If the student's appeal is denied, the student will receive a letter by e-mail or regular mail. If the student is already registered for the upcoming semester, the student is responsible for any monies owed the college. If the student pays for the next semester and successfully completes his classes with grades of a "C" or better, the student may appeal again after that semester.