



## Satisfactory Academic Progress Policy for Federal Financial Aid

Students receiving financial aid are required to maintain minimum program pursuit and academic progress standards in order to continue to receive financial aid assistance. These standards are different from any academic review, which means you may be on probation for academics but not for your financial aid and vice versa.

Academic progress for continued federal financial aid eligibility will be reviewed at the end of each semester of enrollment (fall, winter, spring, and summer) and is based on a student's cumulative record. All semesters of attendance are included in the review regardless of whether or not the student received federal aid in all semesters of attendance.

### Standards of Federal Satisfactory Academic Progress

Student's performance is measured using three components: Qualitative, Quantitative, and Maximum Time Frame.

1. **Qualitative Standard (Cumulative GPA)**- Qualitative standard refers to a student's cumulative grade point average. A student is considered to be in good academic standing if he/she maintains a minimum GPA at the conclusion of each semester. Grades for remedial courses are not calculated in the student's GPA, but will be included in the qualitative assessment of Satisfactory Academic Progress (SAP)
2. **Quantitative Standard (Pace of Progress)**- Quantitative standard refers to the successful completion of credits towards the student's degree or certificate. Pace is determined by comparing the number of attempted credit hours with the credit hours successfully completed (passed)

#### Attempted Credit Hours include:

- Earned hours- Grade of A-D and courses with a grade of S, U, or P
- Repeated courses- all attempts
- Remedial Coursework- Grade with an '\*' after it
- Withdrawal (W) or a Complete Withdrawal (R)
- Failure (F)
- Incomplete (I)
- No Grade/no credit (N)
- Audited courses (T)
- All accepted transfer credits, consortium agreement credits and SUNY Cross Registration credits that count towards the degree program

#### Completed (Passed Credits) include:

- Passed hours- Grade of A-D and courses with a grade of S, P
- Repeated courses- one attempt
- Remedial Coursework- Grade of A-D with an '\*' after it. These completed remedial credits are only applicable to assessing federal SAP eligibility. They will not show as earned credits towards a degree program on the official transcript.
- All accepted transfer credits, consortium agreement credits, and SUNY Cross Registration credits that count towards the degree program

## Minimum Satisfactory Academic Progress (SAP) for Federal Financial Aid

| <u>Attempted Credit Hours</u> | <u>Minimum GPA</u>                 | <u>Cumulative Completion Rate</u> |
|-------------------------------|------------------------------------|-----------------------------------|
| 0-11.5                        | 0.75                               | 50%                               |
| 12-18.5                       | 1.00                               | 55%                               |
| 19-36.5                       | 1.5                                | 67%                               |
| 37-54.5                       | 1.75                               | 67%                               |
| 55 -93                        | 2.0                                | 67%                               |
| 94 or more/                   | 150% reached- not eligible for aid |                                   |

3. **Maximum Time Frame-** Undergraduate students may receive aid for a maximum of 150% of the degree program requirements\*
- **Certificate Program-** The average length of a Certificate Program at Corning Community College is 32 credits. The maximum time frame for most Corning Community College students to receive aid while enrolled in a certificate program is 48 attempted Credit hours
  - **Associate Degree Program-** The average length of an Associate Degree Program at Corning Community College is 62 credits. The maximum time frame for most Corning Community College students to receive aid while enrolled in an associates program is 93 attempted Credit hours.
- \* Total hours and specific course requirements required for graduation are published in the College Catalog which can be found of the College’s web site or MyCCC.

### **Status - Good Standing for Federal Aid Eligibility**

Students who have met all three components of satisfactory academic progress (SAP) are deemed to be in **Good Standing** for continued federal financial aid eligibility for the next semester.

### **Status – Federal Aid Warning or Probation**

- **Federal Aid Warning**  
The first time that a student who has been in **Good Standing** does not meet satisfactory academic progress requirements they will be placed on **Federal Aid Warning** and will maintain federal financial aid eligibility for their next semester of enrollment. To maintain federal aid eligibility for future semesters the student must return to “Good Standing” by the end of their federal aid warning semester.

A student who does not meet the Cumulative GPA and Pace at the conclusion of the **Federal Aid Warning** Semester is notified by the Financial Aid Office that he/she is not making SAP for Financial Aid and is ineligible for federal aid. The student is also notified of the Appeal Process.

A student may have more than one **Federal Aid Warning** Semester; however they may not be consecutive.

- **Federal Aid Probation**  
Students who fail to return to **Good Standing** at the end of the **Federal Aid Warning** semester will not be eligible for further federal financial aid (regardless of whether or not the student received federal financial aid while on “financial aid warning”).  
The student would have two options for the next semester of attendance:
  1. The student may attend without federal financial aid in an effort to return to **Good Standing** on their own
  2. They may appeal for reinstatement of their federal financial aid. If approved they would be placed on **Federal Aid Probation**. Approval of appeals is not automatic and would be based on the student’s academic plan as

outlined in their appeal and the ability to return to “Good Standing” by the next semester or within a reasonable time-frame. If a student is not mathematically able to return to satisfactory progress within one semester, they must have an Academic Plan. Students on financial aid probation who do not meet SAP requirements or the requirements of their academic plan will become ineligible for federal financial aid.

### **Multiple Programs of Study for Federal Aid Eligibility**

Students who have completed/graduated from one program of study and are readmitted to another program of study will be evaluated based on the courses that apply to their current program in terms of total hours attempted, total hours passed and cumulative grade point average. They will be allowed to receive federal aid for an additional period of time based on 150% of the additional credit hours required for the new program study.

Students attempting to complete a third program of study may be denied further federal aid if the new program is not “substantially” different from the other programs that the student has already completed. If the program is deemed to be “substantially” different, students will be given one academic year to earn their degree and receive federal financial aid. All coursework taken during this one academic year must count towards their new degree. If after the one academic year the student fails to earn the third degree, they will no longer be eligible for federal financial aid at Corning.

### **Fresh Start and Federal Aid Eligibility**

Granting of “Fresh Start” does not alter the calculation of the academic progress for federal aid. The Financial Aid Office will recalculate the student’s grade point average based on all GPA hours in the student’s academic history. This calculation of GPA will be used to determine the student’s academic progress for federal financial aid.

## **Appeal Process**

A student may submit an appeal based on factors that have negatively impacted their academic performance, such as personal illness or injury, death of a relative or close personal friend, illness or injury of a family member, relative or close personal friend, or other special circumstances.

There are 3 required elements of an appeal:

1. Complete the Academic and Federal Aid Appeal Form with all appropriate signatures.
2. Supporting documentation - A student requesting an appeal must submit supporting documentation such as a physician’s written statement to substantiate illness or accident, a copy of a death certificate or newspaper obituary, a written statement from clergy, family member(s), or other third party familiar with the student’s situation, or a written statement from an academic advisor, professor or counselor.
3. Development of an Academic Plan - As part of the appeal, the student must work the Director of Financial Aid to create an academic plan. The academic plan is designed to enable the student to meet both PACE and GPA standards at the conclusion of the plan. An academic plan may entail one to four semesters and includes specific requirements the student must achieve. Although the student is not making satisfactory academic progress, federal aid is reinstated for one semester.

Appeals must be completed and submitted at least two weeks prior to the start of classes. Each appeal will be reviewed by the Appeals Committee. The Financial Aid Office will notify the student by email of the final decision.

Upon approval of an appeal including an academic plan, the student is placed on Financial Aid Probation for the next semester of attendance.