

## SATISFACTORY ACADEMIC PROGRESS

Each institution of higher education that receives Federal Title IV Funds is required by the U.S. Department of Education to define and enforce standards of satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The CCA Financial Aid Office is responsible for ensuring that all students applying for or receiving federal, state of Colorado, or designated institutional financial aid funds, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Federal Family Education Loans (Stafford and PLUS), as well as assistance from the state of Colorado and the college. These standards are applied to a student's entire academic history at the Community College of Aurora, including periods when financial aid was not received.

### Satisfactory Academic Progress (SAP) Criteria

In order to meet satisfactory academic progress requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

1. **\*Cumulative GPA Requirement** - Students must maintain a minimum cumulative grade point average of 2.0 for all credits attempted.
2. **\*Cumulative Completion Rate** - Students must complete at least 67% of cumulative attempted credit hours. The cumulative completion rate is determined by dividing the total number of earned credit hours by the total number of attempted credit hours (see definitions of earned and attempted credit hours on last page). Students must maintain a completion rate of 67% or more in order to maintain their good standing. This includes periods when financial aid was not received.

$$(Credits Completed / Credits Attempted) \times 100 = Completion Rate$$

Transfer credits on the student's record are not taken into consideration when computing the student's completion rate. All other credits, including remedial credits, are included in the calculation of the cumulative completion rate.

3. **\*Maximum Time Frame** – Federal regulations require that institutions establish a maximum time period or maximum number of credit hours in which a student should complete an educational degree and/or certificate if financial aid is received. Financial aid recipients will be considered to be making satisfactory progress if they complete their educational degree and/or certificate by the time they have attempted 150% of the number of credit hours required for the specific program. For example, an Associates degree requires 60 credits. A student must earn 60 credits prior to attempting more than 90 credits ( $60 \times 150\% = 90$ ).

Students attempting credits in excess of 150% of the required number of credits to complete their program of study will be suspended. If at any point in time it is determined that a student cannot complete their program of study within 150% of the program length, financial aid eligibility will be suspended.

If a student changes a course of study, the attempted hours under **all** courses of study are included in the calculation of attempted and earned hours. Transfer credit hours are also included in the calculation of allowable maximum time length. All attempted credit hours, whether or not financial aid was received for the credit hours, must be evaluated when determining the maximum time length. Up to 30 credit hours of remedial credits will not be included in the calculation when determining if the student has exceeded the maximum time length required for the declared

program of study, provided that the courses are not applicable to the declared program of study.

Students who have attempted 110% of the required number of credits for their eligible certificate or degree program, will be sent a "Notification" informing them of their standing in terms of maximum time frame and requesting that they submit to the CCA Financial Aid Office, a certificate or degree evaluation that is signed by a CCA academic advisor. Students who do not comply with this request will be placed on suspension and any subsequent financial aid disbursements will be cancelled. An appeal will need to be filed with a valid evaluation.

\*ESL will not be included in either the qualitative or the quantitative calculations for SAP.

### **Definitions of Satisfactory Academic Progress Status**

**Good Standing:** Student is eligible to receive all types of aid

**Cumulative GPA:** 2.0 or above.

**Cumulative Completion Rate:** 67% or above.

**Maximum Time Frame:** After attempting credits totaling 110% of degree requirements submit a valid degree evaluation to the Financial Aid Office **and** complete a degree or certificate within 150% of the required number of credits for that degree or certificate.

**Probation:** Student was previously in Good Standing, but failed to meet one of the SAP criteria stated above. Student will continue to receive aid while on probation.

**Cumulative GPA:** Fails to maintain a Cumulative GPA of 2.0 or greater.

**Cumulative Completion Rate:** Has a Cumulative Completion Rate of less than 67%.

**Suspension:** Student has failed to comply with stated SAP criteria while on probation. Student is not eligible to receive financial aid (federal, state or designated institutional financial aid, as well as some private scholarships):

**Cumulative GPA:** After a probationary term the Cumulative GPA is below 2.0.

**Cumulative Completion Rate:** After a probationary term the Cumulative Completion Rate is below 67%.

**Maximum Time Frame:** After attempting 110% of degree requirements the student failed to submit a valid degree evaluation by deadline. Student has attempted more than 150% of the required number of credits for a degree or certificate. While on suspension students lose their eligibility for financial aid. No aid will disburse to student accounts for terms that a student is on suspension.

### **Reinstatement of aid**

Students who lose financial aid eligibility because they are not meeting CCA's satisfactory academic progress standards will regain eligibility when they are again meeting the qualitative and quantitative standards as stated above. Students may request reinstatement of aid by completing Reinstatement of Aid request form. This form is available from the CCA Financial Aid Office.

Students may also regain eligibility by successfully appealing a determination that they were not making satisfactory progress (see Appeal Process below). Upon successful reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Students may, or may not, receive all funds awarded prior to the loss of eligibility.

### **Appeal Process**

A student may submit an appeal when they have been placed on financial aid suspension. These appeals must be submitted to the CCA Financial Aid Office with a completed Financial Aid Satisfactory Academic Progress Appeal form and supporting documentation. An appeal form may be obtained from the CCA Financial Aid Office or from our website at [www.ccaurora.edu](http://www.ccaurora.edu).

The appeal must explain any mitigating circumstances that prevented the student from successfully completing their coursework and must be accompanied by supporting documentation. Examples of mitigating circumstances may include, but are not limited to: severe illness, severe injury, death in the family, an unforeseen or unavoidable personal circumstance.

The appeal must also explain why the circumstances no longer exist and what the student will do to ensure that they will meet Satisfactory Academic Progress standards in the future.

**\*\*Note regarding grade changes:** Students are responsible for notifying the Financial Aid Office of grade changes that affect their Satisfactory Academic Progress standing.

### **Academic Requirements for Outside Scholarships**

Students receiving certain scholarships such as Colorado Centennial Scholarship and CCA Foundation Scholarships may have other academic requirements to maintain their eligibility. Please refer to documentation on your scholarship, the awarding institution or the CCA Financial Aid Office for additional information.

### **Definitions**

**Attempted Credit Hours:** The number of credit hours for which a student is registered at the census date for a course.

**Earned Credit Hours:** Credits for which a student receives a grade of A, B, C, D, S, S/A, S/B, and S/C earned during the Fall, Spring and Summer semesters. This will be considered acceptable for courses completed and Satisfactory Academic Progress consideration.

**Unearned Credit Hours:** Credits for which a student receives a grade of F, U, I, W, AW, Z, U/D, U/F, SP and AU earned during the Fall Spring and Summer semesters. These will not be considered acceptable for Satisfactory Academic Progress.

**Cumulative Completion Rate:** Determined by dividing the total number of earned credit hours by the total number of Attempted Credit Hours. Students must maintain a completion rate of 67% or more in order to maintain their good standing.