

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 all 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.

Earned Credits

<15.99

>16.00

Minimum GPA

1.5

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 the 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

Any student who is terminated from Financial Aid may appeal this decision. The appeal process is as follows:

All appeals must be in writing and received in the Financial Aid Office within 10 days of being notified of termination of Financial Aid.

Appeals must be based on severe extenuating circumstances e.g.

- Termination of employment
- Illness
- Hospitalization of the student
- Caring for an ill member of the immediate family
- Death of a member of the immediate family
- Domestic problems.

Any of the above circumstances must have proper documentation:

1. Termination of Employment – Verification from Employer.
2. Illness/Hospitalization – Signed note from physician verifying dates and period of treatment.
3. Death – Death Certificate.
4. Domestic Problems – Written verification of situation by a certified counselor or state agency.

Appeals will be reviewed by the Financial Aid Committee. Student will be notified in writing within two weeks.