Title:	Satisfactory Academic Progress Policy
Effective Date:	10/01/2025
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Office:	Academic Affairs

Satisfactory Academic Progress Policy

The United States Department of Education mandates that students maintain satisfactory academic progress (SAP) toward completion of their degrees within a reasonable period to be eligible for Title IV financial aid programs, including Pell, Federal SEOG, Federal Work Study, and Federal Direct Student Loans. Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a certificate, diploma, or degree. Students who fail to achieve minimum standards for Grade Point Average (GPA) and completion of classes may lose their eligibility for federal and state financial aid.

Successful Satisfactory Academic Progress includes two components:

Minimum Adjusted GPA:
- A student must achieve the required grade point average (2.00). (See Cumulative Grade Point Average Table)

Completion Rate:
- A student must complete at least 67% of all registered credit hours with a satisfactory overall GPA, regardless of whether financial aid was received. Grades of W, F, I, PF, S, U are not considered adequate grades for completion.
- Students may not exceed150% (Pace of Progression) of the total attempted credit hours needed to complete an approved major/program approved by the U.S. Department of Education.

Maximum Hours:
- Students may receive federal financial aid if they have attempted less than 150% of the hours required to complete their program. To calculate maximum hours for your program, determine the total number of hours required for the program and multiply that figure by 1.50.

SAP Evaluation:

SAP is evaluated at the end of each semester. Students fall into one of the following categories:

- **Good Standing**: The student has met SAP and is eligible for aid for the following semester.
- **Warning:** Student has not met SAP; the student is still eligible for financial aid but must show progress by the end of the warning semester.
- **Failed Standards:** The student has not made SAP after the warning period. Student is no longer eligible for financial aid.

How is SAP Reviewed? (There are three measures Qualitative, Quantitative, and Maximum Time Frame):

In calculating/reviewing SAP, credit hours and grades attempted towards your chosen major/program will be considered. Grades included, but are not limited to: courses passed, courses failed, courses in which the student withdraws, repeated courses, transfer/accepted courses, remedial coursework, and courses for which the student did not receive financial aid.

Quantitative Measure/Pace of Progression:

In calculating the quantitative measure, we measure the Pace of Progression in which the student is progressing. The calculation is completed by dividing the total major/program credit hours earned by the cumulative major/program hours attempted. (Example: total attempted credit hours for major/program= 43 and total credit earned hours = 24. As a result, the calculation would be 24/43 =55%. The student only has 55% completion rate which does not meet SAP). SAP will be met if the student is achieving the appropriate cumulative GPA (see cumulative grade point average table) and the Pace of Progression is equal to 67% or higher and the student has not reached 150% maximum time allowed from their degree program.

Credit hours attempted includes ALL credit hours pursued, earned, dropped, and failed. All pursued, earned, dropped, and failed credit hours are counted as attempted credit hours even if the student did not receive financial aid.

"I" Grades "I" (incomplete) grades could have an adverse effect on the student's ability to maintain satisfactory academic progress. An "I" grade will be considered "attempted," but will not be considered to have been "completed." It is the student's responsibility to inform the Financial Aid Office if an "I" grade changes during a payment period. If the change of the grade will affect the student's financial aid eligibility, the Financial Aid Office will.

Withdrawals "W" (withdrawn) grades could have an adverse effect on the student's ability to maintain satisfactory academic progress. A "W" grade will be considered "attempted," but will not be considered to have been "completed." perform a recalculation of aid eligibility during the payment period. Otherwise, three the change of grade will not be factored into the cumulative pace rate until the next SAP evaluation.

Repeated Courses: A student who has received a failing grade in a required course at the college may repeat the course, pursuant to the college's policy on repeating courses. For the purposes of SAP, required courses that are failed and repeated multiple times will count toward a student's hours attempted, hours completed, and grades received. Also pursuant to federal regulations, a student may only receive federal financial aid for one repetition

(repeat) of any previously passed course. All repeated courses will be included in the total attempted hours for SAP evaluation.

Financial Aid Warning:

The first time a student has not met the GPA requirement or the completion rate, the student will be notified that he/she has been placed on Financial Aid Warning Status. A Financial Aid Warning allows a student to continue to receive financial aid for the next semester ONLY. A Financial Aid Warning will automatically be assigned and does not require an appeal or any action by the student. At the end of the Financial Aid Warning semester, a student who does not meet all SAP requirements is ineligible to receive future state/federal financial aid. Unless the student submits a successful Financial Aid Appeal following the steps listed under "Submitting an Appeal to the Financial Aid Office." In the absence of a successful Financial Aid Appeal, the student may only regain eligibility for state/federal financial aid by meeting NTCC SAP requirements at his or her own expense.

Academic Plan:

The Financial Aid Appeals Committee will determine if the student is able to meet the progress requirements by the end of the semester for which he/she is appealing. Per the approval of the appeal the student will be placed on an Academic Plan. If the Academic Plan is followed it will ensure that the student will be able to meet NTCC SAP requirements by a specific point in time without exceeding 150% of the degree program. The student must submit a copy of the complete Academic Plan with their academic advisor's signature to the Office of Student Financial Aid within seven days of the Financial Aid Appeals Committee decision for financial aid to be awarded. The student will be placed on an "Academic Plan" status meaning the student is eligible for as long as the student adheres to the Academic Plan. Students who are following an Academic Plan should meet with their Academic Advisor prior to registering for classes.

While on an Academic Plan the student must meet the following requirements of the Academic Plan:
- Earn a 2.50 GPA each semester.
- Successfully complete 75% of the total classes attempted each semester.
- Do not exceed the maximum hours allowed for the degree program.

Re-Establishing Financial Aid Eligibility:

If a student decides to "sit out" or attend another institution for a period, the student is still subject to meeting all SAP requirements for the semester in which the student re-enrolls at Northshore Technical Community College.

Please Note: "Sitting Out" a semester will not affect your financial aid status or regain eligibility.

Students must be enrolled and attending Northshore Technical Community College to reestablish their financial aid eligibility. If a student elects to "sit out" a semester, they are still responsible for meeting the GPA requirement and completion rate for the semester in which they re-enroll.

Submitting an Appeal to the Financial Aid Office:
Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to submit an appeal. <u>Only one appeal can be submitted per financial aid year.</u> The financial aid committee will respond in writing with the results of the appeal and explain the requirements a student must meet to re-establish eligibility for state/federal financial aid by the established deadline. Submitting an appeal does not guarantee the student will regain financial aid eligibility. The decision of the Financial Aid Office/Committee regarding the Financial Aid Appeal is FINAL and cannot be appealed.

Applying for Reinstatement:
If a student fails to meet the SAP requirements and does not have mitigating circumstances to appeal. The student may apply for reinstatement after completing the following requirements:

- Enrolling in at least six credit hours of courses required for a diploma/certificate.
- Paying his/her tuition and fees without the use of state/federal financial aid.
- Complete all attempted courses with at least a "C" or better.

   (Grades of W, I, D, or F, do not qualify for re-instatement)

How to Submit a Financial Aid Appeal:
Students failing to meet the minimum SAP requirements with extenuating circumstances may submit a Financial Aid Appeal with supporting documentation to the Financial Aid Appeals Committee.

Once the student has met all three requirements, the student may submit an appeal form based on the semester's final grade report. All requests for reinstatement will be reviewed and a decision will be made by the Financial Aid Appeals Committee.

Examples of extenuating circumstances are but not limited to:
- Prolonged illness, medical conditions, or injury to student or immediate family member.
- Death of an immediate family member
- Extenuating circumstances beyond the student's control.

Examples of Supporting Documentation are but not limited to:
- Physician's letters and hospitals records (must include dates of illness and recovery time)
- Death certificate or obituary
- Court documents or police reports
- Letters from a third party such as attorneys, professional counselors etc., on his/her letterhead

The Financial Aid Appeals Committee:

The Financial Aid Appeals Committee consists of faculty and staff members of Northshore Technical Community College.

- Regardless of extenuating circumstances, the Financial Aid Appeals Committee has the right to deny an appeal based on a pattern of deficient performance and/or excessive withdrawals from courses.
- The Financial Aid Appeals Committee has the right to deny eligibility reinstatement after the committee determines that a student has submitted forged or altered documents. Such students will be reported the U.S. Department of Education, the Office of the Inspector General, and NTCC Dean of Students.
- The Financial Aid Appeals Committee will review all appeals and will notify students of the committee's decision. In times of critical need, the chairperson of the Financial Aid Appeals Committee along with the Director of Financial Aid has the authority to approve or deny Financial Aid Appeals.
- During student registration, the Financial Aid Appeals Committee will meet every Wednesday until the close of student registration. Once student registration has ended. The Financial Aid Appeals Committee will meet the first Wednesday of each month. All Financial Aid Appeals must be submitted by Monday of each week for review by the Financial Aid Appeals Committee.

The student must provide the following to submit a Financial Aid Appeal:
- Complete the Financial Aid Appeal form.
- Submit a typed letter that includes the following:
  1. Why the student failed to meet the SAP requirements (For example: personal illness)
  2. What is the reason for the Financial Aid Appeal (For example: fell below GPA requirement or completion rate)
  3. What has changed in the student's situation that will allow the student to demonstrate progress by the next SAP evaluation (For example, recovered from illness)
  4. What are the mitigating circumstances in which you are appealing based upon, along with supporting documentation?
- All Financial Aid Appeals must have documentation that corresponds with the type of appeal the student is submitting.
- If the Financial Aid Appeal is approved, and SAP requirements are attainable by the end of the semester. The student will be eligible for financial aid the corresponding semester. SAP will be reviewed at the end of the semester of eligibility. If the student is not meeting SAP requirements, the student is no longer eligible for state/federal aid. The student must attend NTCC for one semester at his/her own expense and meet all SAP requirements.
- If the Financial Aid Appeal is denied, the student is not eligible to receive state/federal financial aid and must attend at his/her own expense.

All Financial Aid Appeals decisions are final; therefore, a student may not appeal the Financial Aid Committees' decision.

Other Factors that Relate Satisfactory Academic Progress:

Transitional/Remedial Courses:
A maximum of thirty credit hours of transitional/remedial credit hours will be used to determine the enrollment status for financial aid. After a student has attempted thirty credit hours of transitional/remedial credit hours, the student cannot receive financial aid for transitional/remedial credit hours. The transitional/remedial credit hours will not count in the enrollment status or cost of attendance for financial aid purposes.

Transfer Students:
All transfer students will be placed on a "Financial Aid Warning" for one semester upon Admissions to the College. Transfer students financial aid eligibility status will be reviewed at the end of each semester.

Academic Amnesty:
(NTCC 102.8.4/LCTCS 1.006) Academic Amnesty does not affect or alter the student's financial aid records for financial aid eligibility. All classes, credit hours attempted, and grades will be counted to determine the student's financial aid status. Students who are granted Academic Amnesty have the right to request a Financial Aid Appeal.

Early Start/Dual Enrollment Student:
All high school students taking college courses during high school will have their courses evaluated when enrolling at Northshore Technical Community College. If a student's college level coursework fails to meet the appropriate cumulative GPA (see Cumulative Grade Point Average table) and the 67% completion rate the student will not be eligible to receive state/federal student aid. (Please see Re-establishing Financial Aid Eligibility.)

Repeated Coursework:
Financial aid funds may be used to pay for a single repeat of a previously passed class, regardless of whether additional credit hours would be earned by repeating the class. Repeating a class may improve your cumulative grade point average, but each repeated class impacts the completion rate and maximum hours (Pace of Progression).

All Financial Aid Appeals Committee's decisions are final; therefore, a student may not appeal the committee's decision.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	09/12/2025	10/23/2018
X	College Leadership Committee	09/12/2025	10/23/2018

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