OPERATING PROCEDURE

Procedure Number/Name:	050.034.001 – Financial Aid Satisfactory Academic Progress
Associated Rule Number/ Name:	050.034.000 – Financial Aid Satisfactory Academic Progress
Responsible Department:	Financial Aid Office

Overview

The Financial Aid Office at CGCC calculates a student's Satisfactory Academic Progress at the end of each term based on a student's cumulative grade point average and their pace of progression toward their certificate or degree program.

Areas of Responsibility

The Director of Financial Aid has overall responsibility for managing Title IV programs. The Financial Aid Coordinator monitors students' SAP statuses based on their transcripted grades, sends notifications to students and to the Business Office, works with students who may appeal their status, and chairs the Satisfactory Progress Committee that reviews appeals.

Operating Procedure Details

Federal regulations require that students who are receiving financial aid maintain Satisfactory Academic Progress (SAP). All terms of attendance, including those in which financial aid was not received, are considered when determining a student's satisfactory academic progress.

There are three components of the Satisfactory Academic Progress policy:
1. Grade Point Average: Cumulative GPA of 2.0 or higher
2. Attempted Credits: Successful completion of 66.67% of attempted credits per term
3. Maximum Timeframe: Attempted and completed credits equal to or fewer than 150% of the credits required to complete the student's academic program.

Columbia Gorge Community College is an equal opportunity educator and employer.

Determination of Satisfactory Academic Progress Standing

Satisfactory Academic Progress will be determined when students first enroll at CGCC and at the end of each term based on cumulative grade point average and pace of progression (cumulative credit hours completed divided by cumulative credit hours attempted). Each term the Financial Aid Office verifies how many attempted credits students successfully complete as well as the pace at which they're progressing toward completion of their degree or certificate. A cumulative Credit Completion Rate (cCCR) of at least 66.67% is required by the time the student's net attempted credits (not including up to 45 Developmental Education credits - less than 100 level courses) reach at least half the maximum number of required credits for their academic program, with a maximum time frame limit of 150% of program length. This may impact future funding. Pace of progression can be affected by course incompletes, withdrawals, repeated courses and transfer credits from other schools (counted toward both attempted and completed hours).

> CCR = Cumulative credit hours **completed**
> Cumulative credit hours **attempted**
>
> Must equal 66.67% or more each term

SAP Definitions

Good Standing – Meets SAP requirements

Financial Aid Warning – Does not meet SAP requirements. Student is eligible to receive aid while in warning status, but must meet SAP requirements the next term enrolled to avoid disqualification status.

Disqualified – Any of the following scenarios will result in Disqualified status. Student is not eligible to receive aid while in disqualification and **may owe a repayment** if completes zero credits.

- Successful completion of no attempted credits in a term;
- Failure to meet SAP requirements while in Financial Aid Warning or Financial Aid Probation status;
- Failure to make SAP while on Financial Aid Probation – Academic Plan; or
- Reaches or exceeds 150% attempted completion rate or has been determined to be unable to graduate within 150% attempted completion rate.

Financial Aid Probation – This status is only granted upon the approval of a SAP Appeal. Students may receive aid for one term on Probation status but must make SAP during the probationary term, if not, then they may appeal again in order to be aid eligible and then placed on a Financial Aid Academic Plan.

Financial Aid Probation – Academic Plan – Being required to work with an academic advisor to create an Academic Plan is considered probationary status. Students who fail to meet any requirements of the Academic Plan will be ineligible for Title IV Financial Aid until they regain compliance with the SAP policy while attending at their own expense.

Resolving Disqualification Status
To resolve Disqualification status, students must submit an Appeal by the first day of the current term or they may be dropped from all classes. Satisfactory Academic Progress Appeal forms are available at http://cgcc.us/financial-aid/forms. Appeal forms require written explanation of mitigating circumstances of why the student failed to make satisfactory academic progress, what's changed in the student's situation that will allow them to demonstrate satisfactory progress at the next evaluation, and appropriate supporting documentation.

Examples of mitigating circumstances that may be approved (with adequate documentation)
- Major illness or injury (we may request doctor's release to return to school)
- Death in the immediate family that required extended absence
- Other family emergencies that prevented the completion of coursework

Examples of circumstances that may be denied
- Incarceration, poor choice of classes, employment obligations, financial difficulties or loss of transportation.
- Personal and relationship problems, relocating, sick child (not major illness), childcare difficulties or loss of roommate.

If a student's appeal is approved, they will be placed on Financial Aid Probation or Financial Aid Probation – Academic Plan. Students on Financial Aid Probation, must regain compliance with the SAP policy the following term (probationary term) to be reinstated to good standing. If on Financial Aid Probation – Academic Plan, they may be required to fulfill specific terms and conditions such meeting with their Academic Advisor to revise their Ed Plan, taking a reduced course load, or enrolling in specific courses.   Also, students must be able to complete their program within the 150% Maximum Credit Limit with at least a 2.0 cumulative GPA.

Students whose appeals are denied will be informed of the number of credits that must be successfully completed, or the minimum GPA that must be attained to be reinstated. These courses must be completed without financial aid and apply toward the student's academic program, be a required prerequisite course, or a necessary developmental course. We will not consider courses that do not meet these criteria.

Note: Payment is due for students who are not receiving financial aid according to the payment arrangements as outlined in the schedule of classes and college catalog.

Additional SAP Definitions and Information

Grade Requirements
- Grades that impact cumulative GPA (cGPA) are A, B, C, D and F (not Audit, I, NP, or P)
- Successfully completed grades are A, B, C, D and P
- Unsuccessful grades are Audit, F, I, NP and W (do not contribute toward program completion)

Non-Eligible Credit Hours for Financial Aid
- Credits taken for Audit
- NUR 90, Nursing Assistant I
- Credit from challenge exams
- Credits taken while enrolled in high school or adult high school completion
- Pre-College courses that exceed the maximum 45 credit limit
- Non-credit including GED and SBDC
- Repeated courses of a "D" or higher unless replacing a grade of "F, W or NP", or is allowed by college policy as listed in CGCC catalog. Repeated courses may only be retaken once to be covered by financial aid.

Repeated Courses
Financial aid can pay for a repeated course as long as it is not a result of more than one repetition of a previously passed course that was covered by federal financial aid and is required by the student's degree/certificate program. Repeated courses count toward the 150% maximum credit limit.

Transfer Credits
Credits taken at another institution that are officially accepted toward the student's degree will count toward the 150% maximum credit limit. Transfer students who have already earned a Bachelor's degree are required to submit official transcripts from all previous colleges for transcript evaluation and to complete a Maximum Timeframe Appeal Form.

Consortium Agreements
Students enrolled in more than one institution under consortium agreements are subject to the home institution's SAP policy. When CGCC is the home institution, credits earned at the host institution will be included in calculation of SAP standing and toward the 150% maximum credit limit.

Maximum Timeframe Extension

Per federal regulation, the maximum number of credits that students may attempt cannot exceed 150% of the credits required to complete the academic program. The College Catalog specifies the credits required to complete each program. Attempted credits include all earned (A, B, C, D, F, and P), unearned (I, W, and NP) and repeated or transfer credits. All attempted credits count toward this limit, even if students did not receive financial aid (with the exception of certain repeated coursework described above) or have extenuating reasons for not completing credits. Students who have changed programs may have some credits excluded that were attempted before the student changed programs.

When students reach the credit limit for their program, they will not be eligible for financial aid unless a Maximum Timeframe Appeal is approved (see below).

Credits transferred from other colleges that are accepted by CGCC toward the student's program of study are included in the calculation of the credit limit.

- One-year certificate program limit: 68 attempted credits
    - Extended certificate limit –
        - LPN certificate: 80 attempted credits
        - RET certificate: 72 attempted credits
- Two-year degree program limit: 135 attempted credits
- Extended program limit -
    - Nursing AAS degree: 147 attempted credits
    - Renewable Energy Technology AAS degree: 150 attempted credits

Maximum Timeframe Appeal Process

Students who have extenuating circumstances that have prevented them from completing their degree or certificate program within the established credit limit may complete a Maximum Timeframe Appeal form available at http://cgcc.us/financial-aid/forms or from the Financial Aid Office. We recommend that students consult an Academic Advisor for information on the appropriate courses to meet the requirements of the degree or certificate

If a Maximum Timeframe Appeal is approved, the student must enroll only in required courses and must successfully complete all attempted credits.

More information is available in the Financial Aid Office.

Further Information

> Financial Aid Office
> financialaid@ecgcc.edu
> (541) 506-6021
> (877) 368-6370 - Fax

References

1. CGCC Administrative Rule 050.034.000 – Financial Aid Satisfactory Academic Progress
2. CGCC Administrative Rule 050.035.000 – Awarding Financial Aid
3. CGCC Operating Procedure 050.035.001 – Awarding Financial Aid

Forms

1. Satisfactory Academic Progress Appeal Form