

CENTRAL ALABAMA COMMUNITY COLLEGE **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (SAP) will be measured at the end of each semester of enrollment at Central Alabama Community College (CACC.) Students are required under federal regulations to maintain certain standards of progress depending on the number of hours attempted in college. It is the student's responsibility to read and understand all policies associated with financial aid funding.

Qualitative – Grade Point Average (GPA)

GPA requirements for degree-seeking students

- If the student has attempted 0-21 hours, he/she must maintain a 1.5 GPA.
- If the student has attempted 22-32 hours, he/she must maintain a 1.75 GPA.
- If the student has attempted 33 or more hours, he/she must maintain a 2.0 GPA.

Letter grades (quality points): A (4), B (3), C (2), D (1), F (0), I (0)

Letter grades and associated quality points are listed in the CACC General Catalog.

Quantitative – Pace of Progression (Pace, completion rate/percentage)

Completion rate requirements for degree-seeking students

- If the student has attempted 0-21 hours, he/she must maintain a 58% pace.
- If the student has attempted 22-32 hours, he/she must maintain a 62% pace.
- If the student has attempted 33 or more hours, he/she must maintain a 67% pace.

The following grades are not considered as passed: I, IP, NC, NG, NR, F, TF, U, W, WP, and WP.

Additional Regulations

- A student receives 150% attempted hours to complete a program. For example, a student working toward an AS degree which requires 60 hours will receive up to 90 attempted hours to complete the degree. The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. Failure to complete within this allotted timeframe will result in loss of FA eligibility. All courses attempted (including transfer hours accepted by the institution) are included in the maximum timeframe calculation. A change in major/program or working toward an additional degree does not reset the 150% timeframe; however, are appealable and may require documentation.
- If a student fails to meet the Qualitative Standard – Grade Point Average (GPA) and/or the Quantitative Standard – Pace of Progression (Pace) for Satisfactory Academic Progress, he/she is given one warning semester in which he/she will be eligible to receive aid.
- If a student fails to regain good standing, satisfying both the Qualitative Standard – Grade Point Average (GPA) and/or the Quantitative Standard – Pace of Progression (Pace), during his/her warning semester, he/she is placed into a Failing SAP Status and will be ineligible for continued aid.
- There is no warning semester for maximum timeframe.
- If a student has lost eligibility, he/she may appeal – given the student has mitigating circumstances that caused unsuccessful coursework. An appeal cannot be approved for a prior term.
- Additional information follows in regard to the treatment of repeated, incomplete, withdrawn, bankrupted, forgiven, and transitional (remedial) courses, as well as transfer credit, grade changes, and clock-hour programs.

- Repeated courses are factored into the GPA, Pace, and maximum timeframe calculations. The first repeat will not be factored into the GPA calculation. In addition, a student can only repeat a successfully-passed course using federal aid once. Only one passed course counts toward graduation; therefore, the course is counted in passed hours only once, which may affect the Pace.
- Incompletes are factored into the GPA, Pace, and maximum timeframe calculations as a F.
- Withdrawals will not be factored into the GPA calculation but will be included in the Pace and maximum timeframe calculations.
- Transfer credits accepted by the institution will not be factored into the GPA calculation but all accepted credits are included in the Pace and maximum timeframe calculations.
- Following acceptance of transfer credits, an official review of these credits is completed at the end of the next semester of enrollment at CACC.
- Periods where Academic Bankruptcy were applied are factored into the GPA, Pace, and maximum timeframe calculations.
- Forgiven courses are factored into the GPA, Pace, and maximum timeframe calculations.
- Transitional (developmental/remedial) classes are factored into the GPA, Pace, and maximum timeframe calculations.
- After a grade change (except an Incomplete) has been instituted for a prior term, SAP is recalculated at that time. When an Incomplete grade is updated to a final grade, it is factored into the SAP calculation at the time of the next formal evaluation.
- There is a 30-hour limit on remedial/developmental courses.
- ESL and Job Corp coursework, if applicable, will not be factored into the GPA, Pace, or maximum timeframe calculations because these classes are not counted toward graduation.
- Dropped courses during the add/drop period are not factored into GPA, Pace, or maximum timeframe calculations.
- The final Pace result will be rounded based on traditional rounding rules (e.g. 66.5% = 67%)
- Audit courses are not calculated in SAP.

It is possible for a student who is not meeting SAP to regain eligibility for Title IV aid. Options may include a) paying for classes or b) successfully appealing.

Financial Aid Appeal

In some cases, a student's failure to be in compliance with one or more areas of SAP may be due to a mitigating circumstance, a situation beyond the student's control, an undue hardship as a result of special circumstances, or other circumstance. Some examples of mitigating circumstances may include: serious illness or injury to student that required extended recovery time; death or serious illness of an immediate family member; significant trauma in student's life that impaired the student's emotional and/or physical health; or other documented circumstances.

A student who experiences a mitigating circumstance may submit a financial aid appeal. If a student files an appeal due to the maximum timeframe, he/she must be meeting the other two components (GPA and Pace.) An appeal cannot be approved for a prior term.

Financial aid appeals should be received in the Financial Aid Office by close of business two days prior to the first day of classes. Submitting a financial aid appeal is NOT an automatic approval.

The decision of the Admission, Academic, and Financial Aid Appeals Committee will be electronically delivered via CACC email to the student from financial_aid@cacc.edu. The decision of the Admission, Academic, and Financial Aid Appeals Committee is final. You may also view your Satisfactory Academic Progress (SAP) status in your OneACCS Self-Service Banner (SSB) account.