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## Financial Aid Satisfactory Academic Progress Policy

Federal regulations require schools to monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress (SAP). Students who meet the satisfactory academic progress requirements maintain their eligibility for federally funded programs.

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Students must maintain satisfactory academic progress toward a degree in order to continue in the program and to continue to receive federal, state and institutional financial aid. "Satisfactory Academic Progress" is defined as passing all program requirements, maintaining pace of progression to complete their degree and completing their program of enrollment within the published timeframe. Students who do not meet the minimum standards will find their financial aid eligibility in jeopardy.

### **BASIC ACADEMIC REQUIREMENTS**

- Be admitted and enrolled for the purpose of obtaining a degree;
- Be continually progressing toward your degree;
- Be in good academic standing
- Complete degree requirements per the published curriculum layout for their program of enrollment

### **QUALITATIVE STANDARDS:**

*Student are expected to pass all courses each quarter in order to stay in good standing for federal student aid programs. All credits attempted are included in the calculation when determining satisfactory academic progress, even if the attempted credit/course was not funded using Title IV Aid.*

### **QUANTITATIVE STANDARDS:**

*The quantitative component has two parts, (1) Required completion of courses and (2) Maximum timeframe.*

*Completion of coursework measures the rate of progress toward the degree, based on how many credits were successfully completed out of all credits attempted. A successful attempt is defined as a course in which a passing grade is earned. Students must complete their program(s) of enrollment within the published timeframe. The maximum lengths of study depend on the degree(s) you are pursuing. All credits attempted are included in the SAP calculation, even if the attempted credit/course was not funded using Title IV Aid.*



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## Financial Aid Satisfactory Academic Progress Policy

Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:

Students who fall below SAP standards will be placed in **'Warning'** status.

- **'Warning':** At the point of discovery students will be placed on financial aid 'Warning' status if they have or will receive a single grade of "F" (or equivalent failing grade) for their program of enrollment.  
**Note: Students in 'Warning' status may be eligible for financial aid.**
- Students will receive a Financial Aid Warning letter and a temporary hold will be placed on their financial aid award package. This hold extends to all types of aid including federal work-study and student employment programs, and any non-federal or grant aid certifications or awards.
- Students placed on 'Warning' status must meet with the Associate Dean of Academic Progress within one week to sign an academic contract. This agreement will delineate a timetable for repeating failed courses, identify needed resources, and requires that the student not fail any other required courses during the warning/probationary period.
- Students are not eligible for financial aid until a current academic contract is on file and/or a written release has been received from the Registrar's Office.

Students who fall below SAP standards will be placed on **'Probation'** status.

- **'Probation':** You will be placed on 'Probation' status for one term if you receive two or more grades of "F", or equivalent failing grade.  
**Note: Students in 'Probation' status may be eligible for financial aid.**
- Students not making SAP may be referred to the Academic Review and Appeals Committee (ARAC). Financial Aid will be suspended pending the outcome of ARAC.
- Students will remain ineligible for aid until a new or revised academic contract is on file and/or a written release has been received from the Registrar's Office.
- Once documentation of a contract has been received the suspension of aid will be lifted, but the student will remain on financial aid probation until all issues have been resolved.
- If at the end of the student's probationary period they have yet to fulfill the contract requirements or receives additional failing grades, they will be placed on 'Suspension' status.

Students who fall below SAP standards will be placed on **'Suspension'** status.

- **'Suspension':** You will be placed on 'Suspension' status if you do not fulfill your academic contract, or deemed not making satisfactory academic progress.  
**Note: Students in 'Suspension' status are NOT eligible for financial aid.**



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## Financial Aid Satisfactory Academic Progress Policy

### **'Near Maximum Timeframe' status**

- Once you near completion of your degree(s), you will be placed in 'Near Maximum Timeframe' status. This status means you are approaching the maximum timeframe for your degree program.

**Note: Although you may still be eligible for aid, you may want to plan your coursework to complete your degree within the maximum timeframe.**

### **'Reached Maximum Timeframe' status**

- Once you have completed all coursework required for your degree(s), you will be placed in 'Reached Maximum Timeframe' status.

**Note: You are NOT eligible for financial aid and will be required to personally pay for any additional coursework/charges to your student account.**

### **Incompletes and course repeats**

- Incompletes do not count in number of courses completed until the course is graded.
- Incomplete grades must be converted to a passing grade by the end of week two of the following term, after which time they are automatically converted to failing grades.
- Federal financial aid is not available for courses that need to be repeated.

### **Concurrently Enrolled Students**

Concurrently enrolled students who fail to maintain SAP in one program will need to follow the SAP policies in place for their given situation. Students who fail to maintain SAP in one program and then decide to withdraw from that program may not find their SAP issues amended and will be subject to the decisions of the Associate Academic Dean and/or Dean for their program of enrollment.

### **'Not for Degree Credits' and Audited Coursework**

Courses that are not required for degree completion or audited courses are ineligible for aid.

### **Notification of Eligibility**

The minimum progress standards will be checked after each term of enrollment (summer, fall, winter and spring). If you do not meet the minimum requirements AND you have been placed in either 'Suspension' or 'Reached Maximum Timeframe' status, refer to the "Appeals" or "Reestablishing" section.



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## Financial Aid Satisfactory Academic Progress Policy

### **Appeals**

If extenuating circumstances prevented you from meeting the requirements, you may file a Financial Aid Satisfactory Academic Progress (FSAP) Appeal. The appeal requires you to provide information and documentation of extenuating circumstances for specific terms of study. All requests for a FSAP appeal must be done in writing and submitted to the Director of Financial Aid within 10 days from the notice of suspension of aid eligibility. Financial aid appeals are NOT the same as academic appeals. Students are ineligible for financial aid while academically suspended from NCNM.

### **Reestablishing**

If you do not appeal or your appeal is denied, you must enroll in the maximum number of credits required for your program of enrollment in order to demonstrate your ability to maintain satisfactory academic progress within the term you are attempting to reestablish your eligibility. You are personally responsible for paying for all charges incurred during this time. At the end of the term we will review your grades to determine whether you have successfully completed the necessary course requirements to regain your eligibility for federal financial aid.