

## ROCHESTER COLLEGE SATISFACTORY ACADEMIC PROGRESS POLICY

*Approved by academic cabinet on 8-6-08*

Federal Law requires that financial aid recipients maintain satisfactory academic progress in a program of study that leads to a degree, certification or transfer program.

The following minimum requirements are used to measure a student's Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. These minimum requirements are:

- A. Cumulative Grade Point Average (CGPA) consistent with graduation requirements: 2.0
- B. Cumulative Completion Rate (CCR) of 67%, determined as follows:

$$\frac{\text{Cumulative Credits Completed}}{\text{Cumulative Credits Attempted}}$$

Cumulative Credits Completed does not include: "F" Failing, "W" Withdrawal, and "I" Incomplete.

Cumulative Attempted Hours includes: successfully completed hours, accepted transfer hours, courses previously taken and repeated, "W's", "F's", and "I's".

Courses not considered hours attempted or completed when calculating SAP include: audited and remedial courses.

- C. Duration of eligibility, which is up to 150% of the program's length.

A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree. Once a student has attempted 150% of the minimum credits required to graduate they are no longer eligible for financial aid.

Traditional Student Example: 128 credits required for a degree X 150% = 192 credit hours a student may attempt while working on the degree.

CEL Student Example: 120 credits required for a degree X 150% = 180 credit hours a student may attempt while working on the degree.

### MONITORING THE MINIMUM SAP REQUIREMENTS

#### A. Cumulative Grade Point Average (CGPA)

At the end of each semester, the Registrar's office will review the student's file to determine if the student is maintaining Satisfactory Academic Progress requirements.

Failing to maintain the required minimum 2.0 CGPA during the first two academic years of enrollment will result in the sequential academic actions described below. Failing to maintain the required minimum 2.0 CGPA any time after the first two academic years of enrollment will result in Academic Suspension.

*Note: Students will be notified in writing that an academic action has been taken. Academic action notices will be distributed after final grades are reported for the semester. Copies of academic suspension notices will be forwarded to the Financial Aid office.*

## **Academic Alert**

Academic Alert applies only to students new to Rochester College who are admitted, but who do not meet the unconditional admission requirements due to high school GPA or ACT/SAT Scores. Traditional students on Academic Alert must spend a minimum of 6 hours per week in the ACE lab and take no more than 15 credit hours.

To achieve normal status, students must earn a CGPA of 2.0 or higher. Students who do not meet the minimum CGPA requirement of 2.0 during the first semester after being admitted on Academic Alert are placed on Academic Probation.

## **Academic Actions**

1. Academic Probation: Students on Academic Alert and all other students who do not meet the minimum CGPA requirement of 2.0 are placed on Academic Probation.

Traditional students on Academic Probation must log a minimum of 6 hours per week in the ACE lab (failure to do so will result in loss of eligibility to participate in sports and other extra-curricular activities), take no more than 12 credit hours, and if employed by Rochester College will not be eligible for on-campus work until cleared of academic actions.

To be reinstated to normal status, students must improve their CGPA to 2.0 or higher. Students may be continued on Academic Probation if they earn a semester GPA of 2.0 or higher during the semester they are on Academic Probation. Students who do not meet the minimum CGPA requirement of 2.0 the semester after being placed or continued on Academic Probation are placed on Academic Suspension.

2. Academic Suspension: Students who do not meet the minimum CGPA requirement of 2.0 the semester after being placed or continued on academic probation or any time after their first two academic years of enrollment are placed on academic suspension.

Students who are academically suspended may enroll for up to 6 hours of credit during the suspension semester; however, they are not eligible for financial aid from government or college sources.

To be reinstated to normal status, students must earn a CGPA of 2.0 or higher.

## **B. Cumulative Completion Rate (CCR)**

In addition to maintaining the required minimum CGPA of 2.0 a student must also maintain a minimum completion rate of hours attempted of 67%. After the spring semester of each academic year, the Financial Aid office will determine the CCR for each student.

Failing to maintain the required minimum CCR of 67% will result in the sequential CCR actions described below.

*Note: Students will be notified in writing when a CCR action has been taken. CCR action notices will be distributed after final grades are reported for the spring semester. Copies of CCR suspension notices will be forwarded to the Academic Services office.*

1. CCR Probation: If the student's CCR is below the required minimum of 67% the student will be placed on CCR probation until the following spring semester.

2. CCR Suspension: If the student's CCR is below the required minimum of 67% at the end of the following spring semester, the student will be placed on CCR suspension and will not be eligible for federal financial aid the following semester. The student will be notified by the Financial Aid office in writing that s/he is ineligible for federal financial aid.

Students will remain ineligible until they meet the required minimum CCR of 67%. The suspension notice will inform the student what s/he must achieve and the number of credits that must be successfully completed by the end of the following spring semester in order to meet the SAP requirements. Individual students may request a review of their CCR after any semester if they believe they have met the required minimum CCR of 67%.

### **C. Duration of Eligibility—150% of the program's length**

A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree. Once a student has attempted 150% of the minimum credits required to graduate they are no longer eligible for financial aid. However, if there are extenuating circumstance the student may file an appeal.

Traditional Student Example: 128 semester hours required for a degree X 150% = 192 semester hours a student may attempt while working on the degree.

CEL Student Example: 120 semester hours required for a degree X 150% = 180 semester hours a student may attempt while working on the degree.

### **APPEAL PROCESS**

Students who have been placed on probation, suspension, or have exceeded the 150% limit may file an appeal if they have extenuating circumstances. Appeals may only be granted for the following: death of a relative, injury or illness of the student, or other special circumstances.

### **The Appeal Must Be Submitted To The Appropriate Office or It Will Not Be Processed!**

Appealing the **CGPA** determination: Academic Services Office

Appealing the **CCR** determination: Financial Aid Office

Appealing the **150% limit**: Financial Aid Office

Students must submit the following documentation to the appropriate office within 2 weeks of notification:

1. A letter of explanation for the appeal.
2. Third party documentation supporting the reason for your appeal.

The documentation will be reviewed and students will receive written notification of the result of their appeal within two weeks from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the term(s) listed in the notification; however, for financial aid eligibility to continue, students must meet the SAP requirements by the end of the term specified in the notification. All decisions are final.

### **REPEATED COURSES**

Courses that are repeated for which the student previously received a grade of "F" or "W" will count in the calculation of hours attempted. The grade from the first attempt will not be included in calculating the CGPA.

Courses that are repeated for which the student previously received a passing grade will not count toward determining financial aid eligibility during the semester taken, although it will count toward cumulative attempted hours. Example: A student takes four 3-credit-hour courses in a given semester (12 credit hours total). One course is a repeat of a successfully completed course. Subsequently, the financial aid determination for that semester will be based on 9 credit hours.

### **CHANGE OF DEGREE PLAN**

Students wishing to change their degree plan should notify the Financial Aid Office about making a determination of eligibility for the new program of study. The SAP determination for the new degree will include the grades and credits attempted/earned that can be transferred into the new degree.

### **ADDITIONAL DEGREE**

Students wishing to change their degree plan should receive new degree approval from the Academic Services Office and then notify the Financial Aid Office about making a determination of eligibility for the additional program of study. The SAP determination for the additional degree will include the credits attempted/earned that can be transferred into the new degree.

### **TRANSFER CREDITS**

Transfer credits earned at another institution that are accepted at RC toward the degree a student is currently pursuing shall be used in computing the total credits attempted and earned but will not be used in determining the CGPA.

Transfer credit may apply toward a traditional degree, but is limited to no more than 34 semester hours toward the Associate degree and 98 hours toward the Bachelor degree. In the Center for Extended Learning, up to 47 semester hours may transfer toward an Associate degree and up to 90 semester hours may be transferred toward the Bachelor degree completion program. For any degree, at least 50% of a student's major core must be earned at Rochester College.