



Century College Policy

2.9.1 Financial Aid Satisfactory Academic Progress Policy and Procedure

2.9.1 Financial Aid Satisfactory Academic Progress Policy and Procedure

Purpose

Century College is authorized by the U.S. Department of Education to administer federal Title IV student aid based on students' eligibility for Pell, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work study and Subsidized and Unsubsidized Loans awards. Students receiving financial aid funds are required by federal regulations to make satisfactory academic progress using qualitative and quantitative measures. This policy is in compliance with Minnesota State Policy and Federal guidelines for student aid programs.

Policy

Satisfactory Academic Progress Requirements for Financial Aid Recipients: Financial aid eligible students failing to meet these standards jeopardize their ability to receive financial student aid. Students bear responsibility for academic progress and should seek assistance when experiencing difficulties.

Part 1: Qualitative Measure of Progress

All students are required to meet or exceed a cumulative earned grade point average (GPA) of 2.00 during each semester and cumulatively over all periods of enrollment periods whether or not students receive financial aid.

Part 2: Quantitative Measure of Progress

A. Completion Percentage--PACE

- a. All students are required to earn a minimum of 66.67% of their cumulative registered/attempted credits vs. earned credits
- b. Grades of F, FN, FW, I, N, NC, W, Z and IP (or blank/missing) are treated as registered credits but NOT earned credits and thus negatively impact the percent of completion.
- c.
$$\text{Percent earned} = \frac{\text{cumulative earned credit}}{\text{cumulative registered credits}}$$

B. Maximum Time Frame

- a. All financial aid recipients are expected to complete their degree/certificate at Century College within an acceptable period of time.
- b. The maximum time frame for financial aid recipients is 150% of the published credit length of the program.
- c. Financial aid recipients may continue to receive aid through their cumulative registered credits that equal 150% of the required number of

credits needed to complete their degree/certificate at Century College.

Part 3: Evaluation

Century College evaluates satisfactory academic progress after each semester including fall, spring and summer. All students with registered credits during a semester will be evaluated at the end of that semester.

Part 4: Failure to Meet Standards

A. Warning

If at the end of the evaluation period a student has not met either Century College's GPA or completion percentage standard, the student will be placed on warning for the next term of enrollment. Students on warning are eligible to register and receive financial aid.

If at the end of the warning period a student who has been on warning status has met both the cumulative GPA and cumulative completion percentage standards, the warning status is ended and the student is returned to good standing.

B. Suspension

Students on suspension are not eligible to register or receive financial aid.

- **Suspension of Students on Warning Status**

If at the end of the warning period a student who has been on warning status has not met both Century College's cumulative grade point average and completion percentage standards, the student shall be suspended.

- **Suspension of Students Not on Warning Status-Exceeding Maximum Time-Frame**

If at the end of the evaluation period a student has failed to meet Century College's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility.

- **Suspension for Inability to Meet Program Requirements within the Maximum Time-Frame**

If at the end of the evaluation period Century College determines it is not possible for a student to raise their GPA or course completion percentage to meet the College's standards before the student completes their program of study at Century College, the student shall be suspended from financial aid.

- **Suspension for Extraordinary Circumstances**

The college may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.

PROCEDURE

Students who fail to make satisfactory academic progress and are suspended have may appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.

Part 1: Appeals

Students who have financial aid suspension status are ineligible for financial aid until an approved Financial Aid Appeal is submitted by the student and approved by the College.

Appeals:

In order to appeal a financial aid suspension a student must complete an appeal form providing information on what circumstances caused their inability to meet the Satisfactory Academic Progress standards and what steps the student has taken to ensure academic success going forward. The student must have an academic plan that includes an agreement that the student will complete 100% of their enrolled courses within that term and have a term grade point average of 2.50 or higher. Submitted appeals are reviewed for approval or denial by the Director of Financial Aid. Responses will be submitted in writing to the student. Students whose appeal application is denied may request a secondary review by Student Services Committee.

Part 2: Probationary Status

Students who have successfully appealed shall be placed on probation for the next term. If, at the end of the next term, a student on probation:

- Has met Century College's cumulative grade point average and completion percentage standards, the student shall be returned to good standing and is financial aid eligible.
- Has not met Century College's cumulative grade point average and completion percentage standards but has met the conditions specified in their academic plan (2.50 term GPA and 100% term completion rate), the student shall retain their financial aid eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in their academic plan, the student shall be re- suspended immediately upon completion of the evaluation and is no longer eligible to receive financial aid.

Part 3: Notification of Status and Appeal Results

A. Status Notification

Students are notified in writing (email or letter) when the evaluation of satisfactory

academic progress results in warning, suspension, or probation.

The notice includes the conditions of the current status and the conditions necessary to regain eligibility for financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

B. Appeal Result Notification

Students are notified in writing (letter or email) of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for financial aid. Denied appeals include the reason for denial and the process to appeal the denial.

Part 4: Reinstatement

A student who has been suspended from financial aid eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and completion percentage standards have been achieved.

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

Definitions:

- **Attempted Credits, NOT Earned:** Courses for which a student receives a letter grade of I, W, F, FW, FN, N, NC and IP shall be treated as credits attempted but not successfully completed. Blank grades (Z) shall be treated as credits attempted but not successfully completed.
- **Academic Renewal:** Credits for which a student has been granted academic renewal WILL be included in all financial aid satisfactory progress measurements.
- **Academic Plan:** A student who successfully appeals for reinstatement will be required by Century College to complete, during their probationary period, specific requirements contained in an academic plan developed for that student by Century College. At a minimum the plan will require a student to achieve a 2.50 GPA and 100% completion rate during their probationary term for Financial Aid.
- **Audited Courses:** Audited courses are not financial aid eligible courses and are not included in any satisfactory academic progress measurements.
- **Change of Major:** A change of major does not remove credits attempted or grades earned during previous majors for the student. Similarly, if a student completes a degree at Century College and begins work on a subsequent degree at Century College, the credits attempted and grades earned from the previous degree(s) remain part of the calculation for the subsequent degree.
- **Consortium Credits:** Consortium credits are those credits for which a student is registered at another college, which are accepted in transfer by Century College and are included for purposes of processing financial aid at Century College. These credits are included in all satisfactory academic progress measurements.
- **Course Repeats:** For a course that is repeated, all credits will be included in

financial aid GPA, completion and maximum time frame calculations.

- **Credits: The** unit by which academic work is measured.
- **Cumulative Registered Credits:** Cumulative registered credits are the total number of credits registered for all terms of enrollment at the college, including summer terms and terms for which the student did not receive financial aid.
- **Developmental Credits:** Developmental credits are those awarded for remedial course work (below 1000 level). Students may receive financial aid for developmental credits up to a maximum of 30 credit hours (excluding ESOL). Remedial/Developmental credits must be included in the GPA and excluded from the completion percentage measurement of satisfactory academic progress. Up to 30 remedial/developmental credits must be excluded from the maximum time-frame calculation.
- **Earned Credits:** Courses for which a student receives a letter grade of A, B, C, D, and Pass included in the calculation of cumulative credit completion as courses successfully completed.
- **Incomplete:** The mark of incomplete is a temporary grade which is assigned only in exceptional circumstances. A grade of "I" is not included when calculating grade point average or earned credits. It does not impact GPA but does negatively impact earned credits and, therefore, negatively impacts the student's percent of completion. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer sessions) if requirements to complete the course work have not been satisfactorily met.
- **Probationary Status:** A student who has successfully appealed shall be placed on probation for one evaluation period. If, at the end of the next evaluation period, a student on probation status:
 - Has met Century College's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
 - Has not met Century College's cumulative grade point average and completion percentage standards but has met the conditions specified in their academic plan, the student shall retain their financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
 - Has not met Century College's cumulative grade point average and completion percentage standards and has also not met the conditions specified in their academic plan, the student shall be re-suspended immediately upon completion of the evaluation.
- **Registered (Attempted) Credits:** The total number of credits for which a student is officially enrolled at the end of the registration drop period each term.
- **Suspension Status:** A student on suspension status is not eligible to register or receive financial aid. Students who have been suspended may regain their eligibility

only through the institution's appeal process or when they are again meeting Century College's satisfactory academic progress cumulative grade point average and completion percentage standards.

- **Transfer Credits:** Transfer credits are credits earned at another college which are accepted by Century College. Transfer credits shall be counted as credits attempted and completed for calculation of completion percentage and maximum time frame. Grades associated with these credits are not included in calculating GPA.
- **Withdrawal:** The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the drop period. It is not included when calculating grade point average or earned credit. A mark of "FW" is assigned when a faculty member withdraws a student due to non-attendance or performance below course expectations. A mark of "FN" is assigned when a faculty member withdraws the student for low or no attendance. A mark of "W", "FW" or "FN" does not impact GPA, is not counted as completed credits but is counted as registered credits and therefore, negatively impacts the student's percent of completion.
- **Warning Status:** Students on warning are eligible to register and receive financial aid for one evaluation period despite a determination that the student has not met either an institution's grade point average standard, or completion percentage standard, or both.
 - If at the end of the warning period a student who has been on warning status has met both the institution's Century College's cumulative grade point average and completion percentage standards, the warning status is ended and the student is returned to good standing.
 - If at the end of the warning period a student who has been on warning status has not met either the institution's Century College's cumulative grade point average or completion percentage standards, the institution shall suspend the student.

References:

Minnesota State Colleges and Universities Board Policy:

2.9 Academic Standing and Financial Aid Satisfactory Academic Progress

2.9.1 Financial Aid Satisfactory Academic Progress

7.6.2.1 Satisfactory Academic Progress Exception

Date Proposed:

Date Approved:

Date Implemented:

Date Revised: 10/04/2018, 05/06/2021