

**Satisfactory Academic Progress
Full Policy
Effective Fall 2015 Semester**

Mineral Area College is required to have a policy which defines, establishes, and enforces minimum standards of satisfactory academic progress for students receiving Federal Student Aid.

Policy

In accordance with Federal Student Aid regulations, Mineral Area College has established a policy and related procedures to insure quantitative and qualitative measures for evaluating the progress of Federal Student Aid recipients. Evaluation of the academic progress of students will occur after each semester.

In order to allow for the appropriate due process, an appeal procedure is included to allow for extenuating circumstances.

Procedures

1. Pace (Maximum Timeframe)

- ✓ Federal Student Aid Regulations provide for assistance up to 150% of program length, (i.e., there is a maximum timeframe in which Federal Student Aid can be awarded).

Enrollment Status:	Maximum Timeframe:
Full-Time	6 Semesters (or 93 Credit Hours Attempted)
3/4-Time	9 Semesters
1/2-Time	12 Semesters

A student pursuing a certificate that requires 30 credit hours for completion may attempt up to a maximum of 45 hours or for those certificates requiring more than 30 credit hours, may attempt up to 150% of the normal time required for completion of the certificate. A student who has met the above criteria will be considered to have met the Maximum Timeframe and will be ineligible for financial aid at Mineral Area College.

- ✓ Students who complete the 640 Hour Criminal Justice Certificate, the 1000 Hour Criminal Justice Certificate and/or the Certificate in Paramedic Technology will be considered as having met the Maximum Timeframe and will be placed on Financial Aid Probation at the end of their program and become ineligible for Financial Aid.
- ✓ Credit hours transferred from other colleges and universities will be included in the credit hours toward the pace maximum timeframe.
- ✓ Students pursuing an Associate Degree may attempt up to a maximum of 150% of the required hours for their program of student.
- ✓ Students who graduate and/or complete their Associate Degree Program of Study will be considered to have met the pace maximum timeframe and will be placed on Financial Aid Probation; will be ineligible for financial aid.
- ✓ All courses in all semesters are counted in the pace maximum timeframe.
- ✓ All classes with a grade of A, B, C, D, F, W and I are counted in the pace calculation, including any classes which are repeated.

2. Pace (Quantitative)

- ✓ Students must successfully complete two-thirds (67%) of their total credit hours attempted. Credit hours transferred from other colleges and universities will be included in the total credit hours attempted at Mineral Area College and will be counted in the credit hours toward the pace.
- ✓ Students enrolling in the 640 Hour Criminal Justice Certificate, the 1000 Hour Criminal Justice Certificate and/or the Certificate in Paramedic Technology will be required to complete their program in its entirety or they will be placed on Financial Aid Warning.

✓

3. Grade Point Average (Qualitative)

- ✓ Unless placed on an academic plan, students receiving Federal Student Aid must maintain a cumulative grade point average of 2.00 or higher in order to continue to receive Federal Student Aid.
- ✓ Grades of A, B, C, D and F are counted when determining a student's cumulative grade point average.
- ✓ Grades for credit hours transferred from other colleges and universities are counted when determining a student's cumulative grade point average.
- ✓ Grades of W and I are not included when determining the cumulative grade point average.
- ✓ Students enrolling in the 640 Hour Criminal Justice Certificate, the 1000 Hour Criminal Justice Certificate and/or the Certificate in Paramedic Technology will be required to maintain the required GPA for their program and complete their program in its entirety or they will be placed on Financial Aid Warning.

4. New Financial Aid Recipients and Transfer Students

- ✓ New students who attend Mineral Area College without financial aid and then apply for assistance will be required to meet the satisfactory academic progress standards as if they had received Federal Student Aid from the beginning of their attendance at Mineral Area College.
- ✓ Students who have already completed an undergraduate degree and apply for financial aid will be considered to have met the pace maximum. These students will be classified in an over maximum timeframe status and must file a financial aid appeal in order to request an extension of Federal Student Aid.
- ✓ For Satisfactory Academic Progress purposes, students who transfer to Mineral Area College will be eligible for Federal Student Aid during their first semester of attendance and will have their eligibility evaluated at the end of the first semester they receive Federal Student Aid.

5. Financial Aid Warning

- ✓ Students who fail to meet Satisfactory Academic Progress (either Pace or Grade Point Average) will be placed on Financial Aid Warning in the succeeding academic term. The Financial Aid Warning does not preclude a student from receiving Federal Student Aid.
- ✓ Students who are placed in a Financial Aid Warning Status are notified through their Mineral Area College Email Account.

6. Financial Aid Probation

- ✓ Students with a Financial Aid Warning who fail to meet either the Pace requirement or the Grade Point Average Requirement will be placed on Financial Aid Probation in the succeeding academic term. The student is then ineligible for Federal Student Aid.
- ✓ Once a student regains a satisfactory cumulative grade point average and meets the pace requirement of 67% completion of the total credit hours attempted, they may regain eligibility for Federal Student Aid.
- ✓ Students who exceed the maximum number of allowable credit hours for their program of study will be placed on Financial Aid Probation in an over (pace maximum) status. Students who graduate with an Associate Degree will be placed on Financial Aid Probation in a graduated status. Both of the aforementioned statuses will deem the student ineligible for Federal Student Aid.
- ✓ Students who are placed in a Financial Aid Probation Status are notified through their Mineral Area College Email Account.
- ✓ A student may appeal the loss of Federal Student Aid Benefits as listed below.

7. Conditions for Appeal

- ✓ Students who lose eligibility for Federal Student Aid may submit an appeal for consideration by the College. An appeal may be submitted due to the following conditions:
 - ✓ Loss of aid following the Financial Aid Warning period and the student is now on Financial Aid Probation; if extenuating circumstances exist (i.e, death in the family, illness or injury of the student, or other special circumstances, etc.).
 - ✓ Loss of aid following graduation and/or completion of an Associate Degree; if
 - ✓ if extenuating circumstances exist (i.e, death in the family, illness or injury of the student, or other special circumstances, etc.); and student is pursuing an additional degree at Mineral Area College.
 - ✓ Loss of aid due to exceeding the maximum number of allowable attempted credit hours (pace maximum) for the student's program of study; if extenuating
 - ✓ Circumstances exist (i.e., death in the family, illness or injury of the student, or other special circumstances, etc.).

8. Appeal Process

- ✓ The process to appeal the loss of Federal Student Aid Benefits will be maintained by the Financial Aid Office and communicated to the appropriate students at the end of each semester.
- ✓ Students on Financial Aid Warning who wish to appeal will be required to complete the Academic Progress Appeal Form including the following information: Why the student failed to make SAP, what has changed in the student's situation that will allow the student to make SAP the next semester and an academic plan including an anticipated graduation date.
- ✓ If the student's appeal is reviewed and Federal Student Aid is not reinstated by the Director of Financial Aid, the student may file an appeal in accordance with the Student Grievance Procedures with the Dean of Students. If the Dean of Students cannot satisfactorily resolve the complaint, the student may request the matter be referred to

the college Student Grievance Committee. The chairperson will convene the committee. The decision of the Student Grievance Committee shall be final.

- ✓ Subsequent to review and approval, students whose aid eligibility is reinstated will be subject to following an established academic plan.