Midland College Satisfactory Academic Progress (SAP) for Financial Aid Recipients

Federal regulations, HEA Sec. 484(c), §668.16, 668.34

Satisfactory Academic Progress for Financial Assistance

In order to maintain eligibility for federal, state and some forms of institutional financial aid, students must meet certain minimum standards. The student’s academic record at Midland College is used to measure satisfactory progress and all periods of enrollment at MC must be counted, including any semesters in which the student did not receive financial aid. There are three standards for satisfactory progress: successful completion of courses (Pace), grade point average (GPA) and maximum time frame (Credit Limit).

Quantitative Component (Pace) – Pace is the standard which defines the student’s progression to ensure completion within the maximum time frame. Pace will be evaluated at the end of each semester pay period. Students must successfully complete at least 75% of the semester credit for which they have registered as of their enrollment on the Census date (the official count day at Midland College) or their financial award date whichever is later. This includes both developmental, up to 30 developmental credit hours, and college level course work. Successful completion is measured by grades of A, B, C, D, and P. Grades of F, W, AU, N, and I are counted toward the total hours attempted but not successfully completed each semester.

Qualitative Component (GPA) - Students must maintain a semester GPA of at least 2.0. Grades of A, B, C, D, P and F contribute toward this GPA. Students who have not previously attended Midland College will be assumed to be making satisfactory progress at the time of first enrollment. Developmental course work is included in the semester GPA calculation.

Maximum Time Frame - Federal regulations specify that the maximum time frame for program completion may not exceed 150% of the published length of the program. Any student who exceeds the maximum time frame will be placed on financial aid suspension (see maximum credit limits below). In most cases, students that have already received a type of degree, have already exceeded the maximum time frame. These students will need to contact the Financial Aid Office regarding their eligibility.

SAP PROCESS & DEFINITIOND AT MIDLAND COLLEGE

Financial Aid Warning

- After grades are posted for each term, a student’s SAP status will be calculated. A student who has not completed at least 75% of their total attempted hours, or is below the minimum 2.0 GPA for semester credit hours attempted, will be placed on warning.
The student has one pay period to correct the deficiencies. Students on financial aid warning will continue to receive financial aid for one subsequent payment period.

Aid will continue if the student is making Satisfactory Academic Progress (SAP) during the warning payment period. Any student who does not have a 2.00 semester GPA or has not passed at least 75% of cumulative credits attempted after the warning period will no longer be eligible for financial aid at Midland College until SAP is met.

**Financial Aid Suspension**

- Students who do not meet the qualitative and or quantitative components listed above after a warning period will be placed on suspension. Students on financial aid suspension are not eligible to receive federal financial aid for any subsequent pay periods.
- Students exceeding the maximum timeframe allowed to obtain a degree or are mathematically unable to finish their program within the maximum time frame, will be placed on immediate suspension. Please see the table below for maximum timeframe criteria.

**Complete Withdrawals**

- Students who withdraw from all courses, in which they are enrolled before 60% of the semester has passed, will immediately be placed on financial aid suspension.
- Students may also be responsible for paying back the unearned portion of the Title IV funds they have received.

**Failing Grades and Incompletes**

- Students that receive failing grades (F), Incompletes (I), or a combination of all Fs and Is at the end of the semester will immediately be placed on financial aid suspension.

**MAXIMUM TIME FRAME (CREDIT LIMIT)**

Students are expected to complete their program of study in a reasonable time period. A student's aid eligibility is limited to 150% of the required credits for each program of study. Any student who exceeds the maximum time frame will be placed on financial aid suspension. A student’s maximum time frame is based on total credit hours attempted at Midland College plus any transfer credits accepted towards his/her program of study. These limits apply regardless of whether or not the student has received financial assistance during prior semesters. Required credits include pre-requisite classes for any program. Examples of credit limits are listed below:

<table>
<thead>
<tr>
<th>Credits Required for Program in Catalog</th>
<th>Credits of Financial Aid Eligibility</th>
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</thead>
<tbody>
<tr>
<td>30 required credits (1 year Certificate)</td>
<td>(30 X 150% = 45) 45 attempted credits</td>
</tr>
<tr>
<td>60 required credits (2 year Degree)</td>
<td>(60 X 150% = 90) 90 attempted credits</td>
</tr>
<tr>
<td>72 required credits (2 year Assoc. of Science-Nursing Degree)</td>
<td>(72 X 150% = 108) 108 attempted credits</td>
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NOTE: Students who are close to exceeding the time frame limitations (72 hours for Associate’s Degree seekers or 45 hours for Certificate seekers) will automatically be placed on financial aid suspension and will no longer be eligible to receive financial aid unless an appeal has been approved.

Notification of SAP status

MC will notify students of their financial aid status in the following ways:
- On Campus Connect
- Via e-mails sent to the student’s MC email account

Appeal Process

- Students who fail to maintain satisfactory academic progress may appeal the suspension of federal financial aid by filling out a Student Suspension Review Request if they think they have extenuating circumstances. These circumstances must be documented and submitted with the appeal which will be reviewed along with academic transcripts by the Financial Aid Appeals Committee. The committee will also consider appeals for students pursuing additional degrees or certificates.
  - Appealable circumstances include: The student's illness or injury, the death of a relative or other special circumstances.
  - Appeals must include an explanation of why satisfactory academic progress was not made and what has changed that will allow the student to make satisfactory academic progress the next term.
  - The student must provide supporting documentation concerning their appealable circumstance and their explanation of what has changed. Additional documentation may be requested in order to evaluate the appeal.
- Appeals are reviewed monthly and appeals are due in the Financial Aid & Scholarships office on the first Friday of the month. Therefore, if you plan to attend the term, you must be prepared to pay your tuition, fees and books by the payment deadline date. The FACTS Payment Plan is an option for paying your tuition and fees.
- Students will be notified by e-mail of the decision by the Appeals Committee. All decisions of the Appeals Committee are final.
- If your appeal is approved, it will be effective for the current term if you are registered. Students may be reimbursed up to the amount of the accepted awards, if any. Otherwise, the appeal will be effective for the following term. Once the appeal is determined, it will not be changed.
- If a student changes their valid active program after they have an approved appeal and before they have met the conditions of their appeal, their aid will be suspended.

Exceptions to this policy may be made at the discretion of the Director of Financial Aid. Criteria that will influence the Financial Aid Director’s decision may include but is not limited to the following:

- class attendance, completion of assignments, and substantiated academic progress in required courses;
unusual circumstances, such as extended medical confinement or a death in the family; utilization of campus supportive services; or response to Financial Aid Office contacts.

Financial Aid Probation

- If a student’s appeal is granted, he or she will be placed on Financial Aid Probation allowing the student to receive aid (federal, state or institutional) for one payment period.
- At that point, the student must meet Midland College standards of academic progress or the requirements of an academic plan that was established on an individual student basis as a result of the appeal process to continue to receive federal financial aid.
- The Committee’s decision is final and may not be appealed further.
- A student will be allowed one appeal only unless a separate extenuating circumstance occurs. Although rare, a second appeal may be granted with special approval from the Financial Aid Director and the Financial Aid Appeals Committee.

PROCEDURES FOR REQUESTING CHANGE OF WARNING AND PROBATION STATUS

- A student must successfully complete the requirements originally requested under the warning status.
- The student must notify the Financial Aid & Scholarships office and complete a SAP Status Change Request form when they believe they have met the requirements necessary for SAP status change.

PROCEDURES FOR RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

- Students may regain their eligibility for federal financial aid by successfully complete the requirements originally requested under the warning status, submit an appeal and have that Student Suspension Review appeal approved.

Additional Certificates/Degrees:

- Students can pursue an additional certificate and/or degree. No more than two degrees will be considered for federal aid purposes. Students must have their Academic Advisor complete a Student Suspension Review Request so the Financial Aid office can determine how many credit hours are needed to complete the second program.
- Additional related degrees: the completion of certificates as a part of an Associate’s degree is allowable. Decision will be based on the number of hours to complete the Associates.

Change of Major/Program:
Students may change their program of study. However, all credit hours attempted and grades earned that count towards the new major will count toward the maximum time frame and be included in SAP determination.

Transfer Credits:

- Transfer hours accepted by Midland College must be evaluated by an Academic Advisor to determine how many transfer hours count toward a student's program of study. These transfer hours will be used in calculating federal aid eligibility.

ESL Courses:

- English as a Second Language course work will count towards the student's timeframe and completion rate components of the SAP policy.

Developmental Courses:

- A student is limited to 30 credit hours of developmental course work while receiving federal financial aid. Federal financial aid programs will not cover any developmental courses taken after reaching the maximum 30 credit hour limit.
- Developmental course work will count towards the determination of Pace and/or GPA where appropriate.
- Any developmental/developmental hours beyond 30 credit hours will be included in the Maximum Hour calculation.
- If a student has only ever enrolled in all developmental/developmental classes and passes all of their developmental/developmental classes with an S or a P, they will not be placed on warning.
- If a student does not pass all of their developmental/developmental classes, they will be placed on warning to earn a 2.0 semester GPA and possibly earn a 75% completion rate in the next term enrolled. This includes students who earned an F, I or dropped with a W.

Repeated Courses:

- Students who have failed a class may repeat it and receive federal financial aid for the credit hours.
- Financial aid can pay for one repetition of a passed class.
- However, if a student has passed a class more than once and wants to take it a third time, they can repeat it, but the credit hours will not be used in determining the amount of federal aid they can receive. Students in this situation can learn more by contacting the Financial Aid & Scholarships office.
Student Support Services

We encourage you to utilize the resources available at Midland College to assist you if you are struggling to maintain satisfactory academic progress.

- Academic Advising & Counseling
  685-4505
- Career Services
  685-5524
- Student Disability Services
  685-5598