



PURPOSE: To provide guidance to students enrolled at Cochise College, who are required to complete a Satisfactory Academic Progress Review when receiving federal financial funding.

REFERENCE TO: Cochise College policy Student Financial Aid 4015.

The Department of Education Requires that all students receiving aid from Federal Financial aid shall maintain satisfactory progress. This requirement should not be confused with the Cochise College for academic progress or the requirements for other scholarship and grant programs. Satisfactory progress will be monitored for all financial aid recipients at the end of each semester. Students who do not meet academic standards will be notified and provided an opportunity to appeal. Financial aid will not be awarded for the following semester until the Satisfactory Academic Progress Review is finalized.

The Financial Aid Department works closely with academic advisors to assist students in meeting the requirements of satisfactory progress. We encourage students who are having difficulties meeting academic and attendance standards to notify the Financial Aid Department.

BEFORE deciding on withdrawing from a course consider the following: Financial Aid is awarded to you under the assumption that you will attend class for the entire semester that was funded. If you withdraw from classes prior to the end of a semester, you may no longer be eligible for the full amount of funds you were originally scheduled to receive. You may also be required to repay a specific amount back to the Department of Education and/or college. This debt will remain on your account until paid. In addition, you will be reported to the national database and lose eligibility at all colleges until the debt is paid.

All Financial Aid credit calculations are based on **attempted** credit hours, not passed hours.

Credit hour Completed Standards (Quantitative): Minimum number of credit hours per academic term.

- Financial Aid recipients must complete 67% of the academic credits they are registered for after the last day to drop/add classes.
- Students who receive a student loan are required to maintain a half-time status. The student is responsible for notifying the Financial Aid Department if half-time status is not met.
- **W** (withdrawal) and **AU** (audit) do not count toward the minimum credit hour requirement.

GPA Standards (Quantitative):

- Students must maintain a "C" / 2.0 cumulative grade point average in their chosen degree/program
- Specific programs require a student to earn a "B" / 3.0 to continue in the program. Please ensure that you are aware of these standards when choosing a specific degree. For example; nursing students must retain a "B" / 3.0 in all courses to remain in the nursing program.

Students are eligible to receive Financial Aid to cover failed courses that are required for their degree. In some cases, there is a grade requirement for successful completion of courses, and a grade other than an "F" is considered failing. **Students will be allowed to retake a course and receive pell grant funding when they earn an "F" in a completed course. Students are allowed to retake a course and receive pell grant funding when they earn a "D" or higher only one additional time.**

Incomplete course: If circumstances result in an instructor assigning you an incomplete rather than a failing grade, a contract will be completed between the instructor and the student. The granting of incomplete grades is entirely the instructor's discretion. If the work is not completed within the same semester, the grade will revert to an "F". A copy of the incomplete contract must be turned into the Financial Aid Department.

The total number of credit hours a student earns measures the maximum time frame for completion of a degree or certificate. This includes accepted transfer hours. The department allows 150% credits to complete a degree. Example: If a student needs to complete 60 credits to complete a degree, the department allows 30 extra credits of wiggle room to complete the degree; which would be 90 total credits allowed to complete the degree. Once this total is met, eligibility ends. Refer to below chart:

Program	Required Credits	Maximum Attempted Credits
Bachelor's degrees	120	180
Associate degrees	64	96
Nursing AAS	75	118
Avionics	68	102
Professional Pilot	80	120
Specific Certificate Programs	Speak with Advising to determine eligibility	Speak with Advising to determine eligibility

- Up to a maximum of 30 credit hours of remedial classes may be included in the total credit hours.
- Students taking ESL classes exclusively to prepare to enter a degree program are eligible for Pell Grant.
- Students who reach 96 credit hours (even if enrolled in another degree program) will be required to submit a **Maximum Credit/Transfer Credit Appeal Form**. Students must write a justification letter to Financial Aid to have additional certificate or degree programs approved for financial aid assistance. The Financial Aid Committee will review approval/denial.

Probationary Status: If a student fails to meet the 2.0 GPA requirement, they are required to use their own financial means until a 2.0 has been obtained OR after a probationary appeal has been approved. Cochise College does not calculate transfer grades into the student's GPA. Students who fail to complete the required minimum number of credit hours for which they were funded will be required to make up the deficit without financial aid assistance, or without an approved probationary appeal.

No more than one probationary period will be granted. Once a student is granted probation, they will be required to meet specific conditions. Examples of conditions:

- Complete all attempted credits in the subsequent term
- Raise GPA to 2.0 or higher
- Meet with an academic advisor to ensure enrolled courses go towards degree

Suspension: If a student is suspended from financial aid, the student is responsible for using their own resources until a 2.0 GPA is attained, or the student completes 6 credit hours in a term satisfactorily. There are no additional probationary terms that will be approved once a student is suspended. The student must meet all progress requirements for subsequent financial aid eligibility.

Right to Appeal: Extenuating circumstances can occur that may cause a student to be unable to attend school or cause a decline in their grades/GPA. Students can complete a Satisfactory Progress Appeal Form. The form should include a detailed explanation of the extenuating circumstances. In addition, the student can include supporting documentation such as letters from a physician, counselor, hospital, a death certificate, separation or divorce and police reports.

Official Transcript Requirement for Transfer Students

All students seeking financial aid through Cochise College who have previously attended any postsecondary institution are required to submit official transcripts from **all** institutions attended, regardless of whether transfer credit is requested or expected.

This requirement includes, but is not limited to:

- Colleges and universities
- Community and junior colleges
- Technical and vocational schools
- Trade schools and institutes
- Military educational institutions
- Any other postsecondary educational institution offering academic or career-related coursework

Official transcripts must be sent directly from the issuing institution or through an approved electronic transcript service in accordance with Cochise College's transcript submission procedures. Failure to disclose all prior postsecondary attendance or to provide all required official transcripts may delay transfer credit evaluation and financial aid processing.



DEFINITIONS

Waiver of Advice: An agreement completed with an Academic Advisor and the student. The agreement allows the student to enroll in specific courses even though the advisor has provided predictive advisement. Cochise College is not held responsible for the classes chosen by the students.

Probationary Period: A set timeframe given by Financial Aid to closely monitor the student's success in enrolled courses, so Financial Aid assistance will not be forfeited.

Suspension: Financial Aid suspension is a status assigned if you fail to meet the minimum Satisfactory Academic Progress (SAP) policy requirements. Your Financial Aid will be terminated or suspended until you meet the minimum satisfactory academic progress standards or win an appeal.

Approved: _____

Karen Emmer, Financial Aid Director