Statement of Satisfactory Academic Progress

The federal government requires that the Financial Aid Office of John Wood Community College (JWCC) monitor the academic progress of all applicants for student financial aid. This regulation requires that the College establish a Satisfactory Academic Progress policy that includes both a pace (quantitative) and a qualitative measure of progress. In compliance with these regulations, the College has adopted the following policy in regard to all state and federal financial aid eligibility. Satisfactory academic progress is evaluated at the end of each structured semester.

Pace (Quantitative) Measures

1. Consistent progress toward the degree or certificate shall require that no less than 67% of all attempted coursework be successfully completed. This is a cumulative requirement and will be checked at the end of every term of enrollment. “W/WI” “WA/WB” (withdrawal), “I” (incomplete), “IP” (in progress), “SP” (some progress) and “F” (failure) are not considered passing grades. Students failing to meet this 67% cumulative threshold will be placed on financial aid warning.

   EXAMPLE: To meet the minimum completion rate of 67%, a student who has attempted 28 cumulative credit hours at JWCC must have successfully completed (earned) a minimum of 19 of those 28 hours (all calculations are rounded up).

2. In addition, if a student fails to earn any credit for the term, he or she will be placed on financial aid warning. When the student next enrolls, if he or she once again fails to earn any credits for the term, he or she will be placed on financial aid suspension.

3. The maximum attempted hours for which a student may be aid eligible is 150% of the credits required in his/her program.

In determining credit hour limits, it is important to note the following:

- All transfer-in hours are counted as both attempted and completed hours;
- Course withdrawals (if not within the 100% refund period) are counted as attempted hours;
- Repeated coursework and remedial classes are counted as attempted hours. (NOTE: Financial aid may pay for the repeat of coursework to improve an earned grade of “F” only for courses required in that student’s declared degree. Students repeating a course with an earned grade of “D” or better will qualify for financial aid for this repeated class one time only.)

Qualitative Measure

All students are required to meet a minimum cumulative grade point average as determined by the following chart:

A. Up to 19.5 hours of coursework attempted………..1.51
B. 20.0 – 29.5 hours of coursework attempted………..1.60
C. 30.0 – 39.5 hours of coursework attempted………..1.75
D. 40.0 – 49.5 hours of coursework attempted………..1.85
E. 50.0 or more hours of coursework attempted………..2.00
Evaluation of Academic Records

Evaluation of academic records will take place at the end of each structured semester. Any student not meeting the minimum satisfactory academic progress standards at that time will be placed on financial aid warning. A student is eligible for qualified funding while on warning. If minimum standards of satisfactory progress are not met by the end of the warning term, the student will be placed on financial aid suspension and no further federal or state student assistance will be available.

A student placed on financial aid suspension is expected to provide for their own educational expenses. Any student placed on financial aid suspension may appeal to the Director of Financial Aid if any of the following apply: death of a relative, an injury or illness of the student, or other special circumstances. All appeals must be put in writing on the Satisfactory Academic Progress (SAP) Appeal form. These forms are available in the Financial Aid Office or online at http://www.jwcc.edu/students/financial_aid/.

Suspension appeals approved in which a student may potentially meet SAP standard the following term of attendance will result in the student being placed on financial aid probation for the subsequent semester. Probation is for one term only and the student is eligible for qualified financial aid. At the end of the probationary term the student must meet SAP requirements or go back to suspension status.

Suspension appeals approved in which a student will not meet SAP standard the following term of attendance will have an individual academic plan developed. An academic plan will require the student to fulfill certain terms and conditions. He/she will be eligible for qualified funding for that term/semester. He/she will retain eligibility for funding as long as the academic plan is followed. Specific academic advising for all students is provided by the Advising Office. Any changes to the academic plan must be approved in advance by the Director of Financial Aid.

If an exception is not granted under the appeal process, a student may request reconsideration of financial aid eligibility after the student has taken (at his or her own expense) no less than six credit hours and passed all attempted credit hours with a grade of “C” or better. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term. All coursework involved in the reconsideration request must be taken at John Wood Community College.

Exceptions to the SAP policy will be considered by the Director of Financial Aid on an as-needed basis. The decision of the Director is final.

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