

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

To maintain Federal Financial Aid eligibility at North Country Community College, the student must maintain a minimum Grade Point Average (GPA) that correlates to the number of credits attempted, and the number of credits earned. When a student meets these minimum requirements, they are making Satisfactory Academic Progress (SAP). Failure to make Satisfactory Academic Progress may lead to financial aid warning, financial aid probation, and/or loss of Federal financial aid eligibility at North Country Community College

***Attempted credit hours include:***

- Earned hours- Grade of A-D and courses with a grade of S;
- Repeated courses- both attempts;
- Remedial coursework;
- Withdrawal - W grades;
- Failures - F grades;
- Incomplete grades;
- All accepted transfer credits and consortium agreement credits that count towards the degree program.

***Completed credit hours include:***

- Earned hours- Grade of A-D and courses with a grade of S;
- Repeated courses- one attempt;
- Remedial coursework;
- Failures- F grades;
- All accepted transfer credits and consortium agreement credits that count towards the degree program.

*The tables below display the minimum requirements that students must meet to stay within SAP requirements.*

**SATISFACTORY ACADEMIC PROGRESS  
(SAP) FOR FEDERAL FINANCIAL AID**

*FOR ALL ASSOCIATE DEGREE CANDIDATES*

Attempted Credit Hours	Minimum G.P.A.	% of Credit Hours Completed
0-15	1.0	50%
16-30	1.25	60%
31-45	1.5	60%
46-60	1.75	60%
61-75	2.0	65%
76-98	2.0	70%

**SATISFACTORY ACADEMIC PROGRESS (SAP)  
FOR FEDERAL FINANCIAL AID**

*FOR ALL CERTIFICATE CANDIDATES*

Attempted Credit Hours	Minimum G.P.A.	% of Credit Hours Completed
0-15	1.5	50%
16-30	1.75	60%
31-45	2.0	60%
46-54	2.0	60%

**When a student fails to make *Satisfactory Academic Progress*, his or her status for the subsequent semester will be one of the following: Warning, Probation, or Dismissal.**

The following table describes how each of these will impact a student’s ability to receive Federal Financial Aid at NCCC.

	<b>WARNING</b>	<b>1<sup>ST</sup> LOSS OF FINANCIAL AID</b>	<b>PROBATION</b>	<b>FINAL LOSS OF FINANCIAL AID</b>
<b>DEFINITION</b>	<p>Student fails to meet SAP at the end of a semester.</p> <p><i>SAP Warning letter sent to student.</i></p>	<p>Student fails to make SAP at the end of the Warning Period</p> <p><i>Financial Aid Ineligibility letter sent to student.</i></p>	<p>Student fails to make SAP at the end of a Warning period AND has been granted an appeal. Eligibility for aid has been reinstated for that semester only.</p>	<p>Student has failed to meet conditions of Academic Plan and/or make SAP during Probation period.</p> <p><i>Final Financial Aid Ineligibility letter sent.</i></p>
<b>REQUIRED STUDENT ACTION</b>	<p>No appeal is required when placed on Warning.</p>	<p>Student must successfully appeal in order to be placed on probation.</p>	<p>Student must successfully appeal ineligibility for Title IV aid and be placed on probation. The student will be required to meet specific goals (Academic Plan) during the probationary semester.</p>	<p>Student is no longer eligible to receive aid at North Country Community College</p>
<b>ELIGIBILITY FOR AID</b>	<p>Aid may be paid for subsequent semester (The Warning Period). At the end of the Warning Period, student must be making SAP or submit an appeal to be considered for Probation Status</p>		<p>Aid may be paid for subsequent semester At the end of the Probation Period, student must be meeting SAP and/or be successfully following the established Academic Plan to continue to be eligible for aid.</p>	

## **REGULATIONS REGARDING TITLE IV FINANCIAL AID**

Federal regulation mandates that a recipient of Federal Title IV aid (Federal Pell Grant, Federal SEOG, Federal Work Study, and Federal Stafford Loan) make satisfactory progress toward the completion of a degree to maintain eligibility for that funding. Progress will be reviewed every semester.

### **SATISFACTORY ACADEMIC PROGRESS MAXIMUM TIME FRAME**

Undergraduate students may receive aid for a maximum of 150% of the degree program requirements.

#### CERTIFICATE PROGRAMS

The average length of a Certificate Program at North Country is 31 credits. The maximum time frame for most North Country students to receive aid is 46.5 attempted credit hours.

#### ASSOCIATES DEGREE PROGRAMS

The average length of an Associate degree program at North Country CC is 64 credit hours. The maximum time frame for most North Country students to receive aid is 96 attempted credit hours. Please review the program requirements in the college catalog for the exact number of credits within your program.

If a student earns an associate degree, they can apply and be accepted to a second degree program and still be eligible for federal Financial Aid. A student enrolled in a second degree program will only receive aid for the credits required to earn a degree within the specified program with the 150% still applied. If a student has earned two degrees from the College and would like to enroll for a third degree, if the student is accepted to the College, they have one academic year to earn their degree. All coursework taken during this one academic year must also count towards their degree. If after the one academic year the student fails to earn the third degree, they will no longer be eligible for any Title IV aid at North Country.

Students who are readmitted or students who have been granted Academic Forgiveness or a Fresh Start for previous coursework are subject to the standards defined in this policy for federal aid eligibility. Academic progress will be reviewed upon readmission and receipt of the Free Application for Federal Student Aid (FAFSA). All previous coursework at North Country must be included in each review of academic progress for federal aid; therefore, even coursework “forgiven” academically must be considered in the review.

Transfer students that are enrolling for the first time are considered in good academic standing. Transfer credits are counted towards a student’s SAP only within the Attempted Hours criteria. The transfer credits that are counted towards a student’s SAP will be those transfer credits accepted from the Transfer Evaluation and used towards credits earned for a certificate or degree program.

## **APPEAL PROVISIONS**

Under provisions pertaining to the Standards of Academic Progress students are allowed to appeal the loss of their eligibility to receive Title IV Financial Aid at North Country. Appeals may be granted only where it is determined that exceptional or extraordinary circumstances beyond the student's control resulted in failure to satisfy the requirements and where there is a reasonable expectation that the student will meet these requirements in the future.

### **SUBMITTING AN APPEAL**

Appeals will be considered on the basis of mitigating circumstances, such as personal illness or injury, or the death of an immediate family member. Students may appeal more than once, but must provide new documentation of a mitigating circumstance to justify the request. A written statement from the student must accompany the appeal and must explain why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

### **ACCEPTABLE DOCUMENTATION**

Acceptable forms of documentation include but are not limited to: physician's written statement to substantiate illness or accident, newspaper obituaries or death certificates to substantiate deaths, written statement from clergy, family member, or other third party familiar with the student's situation, and written statement from academic advisor or professor. Students who have lost federal aid and have an appeal approved are placed on "Financial Aid Probation" for the subsequent term and may receive federal aid for that term.

### **APPEAL PROCEDURES**

- Students wishing to appeal the loss of their Financial Aid eligibility must complete and submit an SAP Appeal form within 10 days of the date of the SAP Loss of Financial Aid letter.
- Appeal forms along with supporting documentation should be addressed to:

North Country Community College  
Financial Aid SAP Appeal Committee  
P.O. Box 89  
23 Santanoni Avenue  
Saranac Lake, NY 12983

- Please allow 10-14 days for the processing of the appeal once it has been received in Financial Aid.
- Appeals are sent to the Satisfactory Academic Progress Committee for review. Decisions of the committee will be forwarded to each student in writing and are final. If the student's appeal is approved, the student will be placed on Probation. All students granted an appeal will also be provided with an "Academic Plan" that specifies the requirements to which the student must adhere in order to regain federal aid eligibility. Any student on probation who does not meet the requirements of the Academic Plan at the end of any term within the Academic Plan will lose federal aid eligibility.

## REINSTATEMENT OF FEDERAL FINANCIAL AID

Students who choose to remain at North Country Community College without receipt of Title IV federal student assistance, may request a review of their academic records after the completion of additional credit hours to determine whether the courses taken have brought them up to the appropriate standards. If the SAP standards are met, eligibility for receipt of Title IV federal student assistance may be restored for subsequent terms in that year.

## COMPLETE WITHDRAWAL OR NON-ATTENDANCE REGULATIONS

Any student who withdraws or stops attending all of his or her courses prior to the end of a semester or term, without proof of mitigating circumstances, will automatically lose his or her Title IV Financial Aid eligibility for the next semester or term. Should a student re-matriculate for the following semester, they must request a financial aid review.

## NEW YORK STATE GRANT REGULATIONS

### PROGRAM PURSUIT, PASSING OR FAILING, GRADES, AND REGULATIONS

This regulation pertains only to the New York Tuition Assistance Program (TAP) and Aid for Part-Time Students (APTS). This regulation is subject to change by New York State.

In order to receive any New York State financial assistance students must show that they are making adequate progress toward completion of the Associate's or Certificate degree. This is measured in two ways: program pursuit and satisfactory academic progress. To show satisfactory pursuit, students must complete a certain percentage of a full-time load each semester during their first, second, and subsequent years of State funding.

<b>First Year of State Aid Funding .....</b>	<b>Complete 6 Hours Per Semester</b>
<b>Second Year of State Aid Funding.....</b>	<b>Complete 9 Hours Per Semester</b>
<b>Subsequent Years of State Aid Funding</b>	<b>Complete 12 Hours Per Semester</b>

*Please note: that a "W" (withdrawal) is not a satisfactory grade under the pursuit regulations. Students who withdraw from all coursework after TAP certification will lose TAP eligibility for the next semester.*

The chart below shows requirements for satisfactory academic progress which has been approved for State University colleges offering associate degrees.

<b>SATISFACTORY ACADEMIC PROGRESS (SAP) FOR TAP PRIOR TO 2009-10</b> <i>Applies to students who are first receiving aid in the 2007-2008 through and including 2009-2010 and remedial students first receiving aid in 2007-2008 and thereafter.</i>						
PRIOR TO THIS SEMESTER	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	5 <sup>TH</sup>	6 <sup>TH</sup>
MINIMUM # CREDITS EARNED	0	3	9	18	30	45
MINIMUM G.P.A.	0	0.5	0.75	1.3	2.0	2.0

<b>SATISFACTORY ACADEMIC PROGRESS (SAP) FOR TAP</b> <i>Applies to non-remedial students first receiving aid in the 2010-2011 and thereafter.</i>						
PRIOR TO THIS SEMESTER	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	5 <sup>TH</sup>	6 <sup>TH</sup>
MINIMUM # CREDITS EARNED	0	6	15	27	39	51
MINIMUM G.P.A.	0	1.3	1.5	1.8	2.0	2.0

#### REMEDIAL STUDENT

Is defined as a student: (a) whose score on a recognized college placement exam or nationally recognized standardized exam indicates the need for remediation for at least two semesters, as certified by the college and approved by the New York State Education department (SED); or (b) who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or (c) who is or was enrolled in an opportunity program (HESC Financial Aid Services Bulletin 2011-005,1).

#### PROGRESS FOR APTS

APTS recipients will be equated to the full-time TAP percentages outlined above. Grades of Incomplete are only acceptable if changed to a standard passing or failing grade before the completion of the next term of study. Grades of W (withdrawal) do not constitute grades which indicate the student passed, failed, or completed all work in a course and cannot be counted toward meeting this program pursuit requirement.

## **APPEAL PROVISION FOR NEW YORK STATE AID**

Students are allowed to appeal the loss of their eligibility to receive state Financial Aid. Appeals may be granted only where it is determined that exceptional or extraordinary circumstances beyond the student's control resulted in failure to satisfy the requirements and where there is a reasonable expectation that the student will meet these requirements in the future.

In order to appeal NYS SAP, a student must request a TAP Waiver through the Vice President of the Academic Affairs Office. The Vice President of Academic Affairs will review your request and make a decision of your status. You will be notified of the decision and it is your responsibility to contact the Financial Aid Office to notify them of the changes. Please note that a student can only appeal pursuit of program (credits attempted vs earned) once. A waiver for the C average requirement may be requested more than once.

## **LOSS OF NYS Aid**

Students who have lost their NYS aid may have their eligibility restored by: (1) making up past academic deficiencies by completing one or more terms of study without receipt of any NYS student financial assistance or (2) be readmitted to school after an absence of at least one calendar year.