To be eligible for financial aid funds at Northwest State Community College, you must make satisfactory academic progress toward your degree objective. Satisfactory Academic Progress is a condition for continued financial aid eligibility and is measured by the following factors:

1. **Grade Point Average (GPA)**
   Students must meet a **cumulative** grade point average requirement based on the number of credit hours attempted.

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.4</td>
</tr>
<tr>
<td>16-30</td>
<td>1.6</td>
</tr>
<tr>
<td>31-45</td>
<td>1.8</td>
</tr>
<tr>
<td>46+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

2. **Credit Hour Pace of Progression**
   Students must successfully complete no less than 67% of all credit hours **attempted** cumulatively. Successful completion of classes means passing grades must be earned. Grades of F, W, I, U, P, UC, WF, WM, WP, NP, and NR do not count towards successful completion. Examples of the hours that need to be completed in order to meet 67% completion rate:

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Hours Required to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>24</td>
<td>17</td>
</tr>
<tr>
<td>42</td>
<td>29</td>
</tr>
</tbody>
</table>

   Any combination of all F, W, I, U, P, UC, WF, WM, WP, NP, and NR grades for a semester with zero credit hours earned will not have a warning period and will go immediately on suspension and will no longer be eligible for financial aid funds.

3. **Length of Eligibility for Degree Completion (Maximum Time Frame)**
   For each program of study, an institution must establish a maximum time frame in which a student is expected to complete his/her degree requirements. The maximum “length of eligibility” a student is allowed is 150% of the actual credits required for his/her degree or certificate as stated in the Northwest State Catalog. **Examples** are listed below:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Average Hours Required</th>
<th>150%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate program</td>
<td>36 credit hours</td>
<td>57 credit hours</td>
</tr>
<tr>
<td>Associates degree</td>
<td>70 credit hours</td>
<td>105 credit hours</td>
</tr>
</tbody>
</table>
Course Repetition, Transfer Credit and Changes of Major or Program of Study

**Course Repetitions**
When a course, or its current equivalent, is repeated, the most recent grade will be included in the Calculation of the Grade Point Average (GPA). A course repeated will be considered as any other course (earned hours and attempted hours) for the calculation of pace of progression and Maximum Time Frame.

**Transfer Credit**
Credit(s) transferred to NSCC will apply toward graduation only if they satisfy requirements for a particular major. Transfer credit(s) not required by a particular major may be counted as additional hours completed. Transfer(s) credits are not included in the calculation of Grade Point Average (GPA) however, they are included in the calculation for Pace of Progression and Maximum Time Frame.

**Changes of Major or Program of Study**
All periods of the student’s enrollment count when assessing Satisfactory Academic Progress, even periods in which the student did not received Financial Student Aid funds. Prior credits and grades that do not count toward the new major will be included in the SAP determination: Grade Point Average (GPA), Pace of Progression and Maximum Time Frame.
Satisfactory Academic Progress Standing Statuses

**Good Standing** – Student met the GPA, Completion Rate, and Maximum Time Frame requirements and is eligible to receive financial aid.

**Warning GPA** – Student did not meet the cumulative GPA requirement after one semester of enrollment. Students in a warning status are eligible to receive financial aid for one more semester.

**Warning Pace of Progression** – Student did not successfully complete at least 67% of the total credit hours attempted after one semester of enrollment. Students in a warning status are eligible to receive financial aid for one more semester.

**Warning GPA and Pace of Progression** – Student did not successfully complete at least 67% of the total credit hours attempted and did not meet the cumulative GPA requirement after one semester of enrollment. Students in a warning status are eligible to receive financial aid for one more semester.

**Warning Maximum Time Frame** – Student is within 15 credit hours of exceeding the number of credit hours allowed for their current degree or certificate program. Students in a warning maximum time frame status are eligible to receive financial aid until they exceed the number of hours allowed for their program. A student that changes their major to a program that allows fewer credit hours then their original program may not have a warning period.

**Suspension GPA** – Student did not meet the GPA requirement following the Warning GPA enrollment period. Student is no longer eligible to receive financial aid and must complete the appeal process and have their appeal approved in order to regain financial aid eligibility or he/she may pay for classes on their own until they are back in good standing.

**Suspension Pace of Progression** – Student did not successfully complete at least 67% of the total credit hours attempted following the semester of being in a Warning status. Student is no longer eligible to receive financial aid and must complete the appeal process and have their appeal approved in order to regain financial aid eligibility or he/she may pay for classes on their own until they are back in good standing.

**Suspension GPA and Pace of Progression** – Student did not successfully complete at least 67% of the total credit hours attempted and did not meet the GPA requirement based on the total hours attempted following the semester of being in a Warning status. Student is no longer eligible to receive financial aid and must complete the appeal process and have their appeal approved in order to regain financial aid eligibility or he/she may pay for classes on their own until they are back in good standing.

**Suspension Zero Credit Hours Earned** – Student did not successfully complete any credit hours attempted at the end of one semester. Student is no longer eligible to receive financial aid and must complete the appeal process and have their appeal approved in order to regain financial aid eligibility or he/she may pay for classes on their own until they are back in good standing.

**Suspension Maximum Time Frame** – Student has exceeded the number of credit hours allowed for their current degree or certificate program. Student is no longer eligible to receive financial aid and must complete the appeal process and have their appeal approved in order to regain financial aid eligibility or he/she may pay for all remaining courses on their own.
Financial Aid Appeals

Students that are placed on Financial Aid Suspension may be granted an exception to this policy if they complete the **Financial Aid Appeal Form** and present written evidence showing why an exception is in order. It is the student’s responsibility to initiate all appeals. Reinstatement of financial aid is also subject to availability of funds. The steps to appeal are as follows:

1. Complete the Financial Aid Appeal Form
2. Complete the Financial Aid Appeal Workshop. The appeal workshop is available online. Students can register for a workshop by logging into their myNSCC account, click on the Billing and Financial Aid tab, and then click on the ‘Register’ icon in the SAP Appeal box. You must attach your quiz scores to your appeal as proof of completion of a workshop. Students must pass the workshop quiz with a score of at least 70%.
3. **Type** a one page letter explaining the extenuating circumstances for the suspension, how he/she plans to resolve these circumstances, and why he/she feels their aid should be reinstated. **Please make sure to include your NSCC ID number on your letter.**
4. Provide independent **third party documentation** that supports the extenuating circumstance that you described in your letter. For example, medical documentation, death certificate, letter from employer, letter from babysitter, etc.
5. Print your academic transcript from your myNSCC account.
6. Complete the plan of study (draft section located on the appeal form). The plan of study MUST be entered in DegreeWorks by your academic advisor and must include every class that is needed to meet all satisfactory academic progress requirements.

The Financial Aid Office will review the financial aid appeal with all documentation including the student’s academic history to determine whether the circumstances warrant approval. The student must explain in the appeal how the documented circumstances will not prevent him/her from maintaining satisfactory progress in the future.

If the appeal is approved, the student will be allowed to restore satisfactory standing based on the plan of study and meeting the conditions of the appeal. A student, whose financial aid has been reinstated through the appeal process, may have adjustments made to their original awards, including loans, as a condition of an approval. **The student must earn C’s or better in each course without withdrawing from any classes.** If the student goes back onto suspension, a second appeal will not be allowed.

If the student will need more than the allowed maximum “length of eligibility” for his/her program, a financial aid appeal for an extension must be submitted. The appeal must document circumstances responsible for the extended time needed. The student must be making satisfactory academic progress at the time of the request. The signed plan of study must include every semester needed to complete his/her degree or certificate.

If the appeal is NOT approved it is the students’ responsibility to either make payment arrangements with the Business Office or go online and drop the courses that he/she is registered for; otherwise the student is responsible for any outstanding balance.
Re-Instatement of Financial Aid Eligibility

The Financial Aid Office will make a decision regarding the approval or denial of the appeal. Listed below are the possible decisions and their meanings:

**Probation Appeal Approved** – Student did not meet satisfactory academic progress requirements and was placed on Suspension. He/she submitted an appeal describing the special circumstance that caused them to be unsuccessful in their classes and how that situation has since been resolved. The students appeal was approved for **ONE** additional semester of probation. Student must meet ALL satisfactory academic progress requirements during this semester or their financial aid eligibility will be suspended. Students are only considered one time for a probation appeal approved status.

**Probation Plan of Study** – Student did not meet satisfactory academic progress requirements and was place on Suspension. He/she submitted an appeal describing the special circumstance that caused them to be unsuccessful in their classes and how the situation has been resolved. The students appeal was approved for the number of semesters that have been outlined by the student’s academic advisor. The plan of study must include every class needed in order to get the student back on track with meeting all satisfactory academic progress requirements. Student may not fail or withdraw from any future classes and must pass each course listed on their plan of study with ‘C’ or higher. If the student fails to meet the conditions of their approved appeal they will go back on Suspension and will no longer be eligible to receive financial aid funds.

**Plan of study for Maximum Time Frame (1, 2, 3, or 4 more semesters)** – Student has previously reached the maximum time frame and submitted an appeal for an extension of financial aid eligibility to complete their degree or certificate or to work on another degree program. Student must meet satisfactory academic progress requirement throughout each additional semester he/she has been granted. Student may not fail or withdraw from any future classes and must pass each course listed on their plan of study with ‘C’ or higher. If the student fails to meet the conditions of their approved appeal they will go back on Suspension and will no longer be eligible to receive financial aid funds.

**Appeal Denied** – The appeal has been denied and the student is not eligible to receive financial aid funds (including student loans). There are multiple reasons why an appeal may be denied, listed below are a few examples of those reasons:

- Did not have an extenuating circumstance that caused them to be unsuccessful in classes.
- The number of hours needed to raise Pace of Progression/GPA to required levels exceeds the maximum number of hours allowed for their program of study.
- Did not meet conditions of a previously approved appeal.

Students will be notified via their NSCC student email account regarding the decision of their appeal within 15 business days of receipt of the appeal. If you have questions regarding the Satisfactory Academic Progress Policy or the steps to appeal, please contact the Financial Aid Office at 419-267-1333 or email at finaid@northweststate.edu.

*Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities.*