

To be eligible for financial aid funds at Northwest State Community College, you must maintain satisfactory academic progress toward your degree objective. The NSCC financial aid office will determine your SAP status at the end of every semester (including summer) and will send an electronic notification via your NSCC Student email account. Every enrolled student will receive this notification, regardless if they are currently receiving financial aid. ALL courses count towards in the determination, **regardless if the student was receiving financial aid funds**. Satisfactory Academic Progress is a condition for continued financial aid eligibility and is measured by the following factors:

- Qualitative Progress (GPA and Credit Hour Pace of Progression Requirement)
- Quantitative Progress (Time-based)

These criteria evaluate: the quality and quantity of the academic work a student completes and progress toward completion of his/her academic program. The satisfactory academic progress requirements listed below are minimum standards. Students are encouraged to exceed all of the requirements whenever possible.

### **Grade Point Average (GPA)**

Students must meet a **cumulative** grade point average requirement based on the number of credit hours attempted.

<b><u>Credits Attempted</u></b>	<b><u>Cumulative GPA</u></b>
1-15	1.4
16-30	1.6
31-45	1.8
46+	2.0

### **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:

<b><u>Total Hours Attempted</u></b>	<b><u>Minimum Hours Required to Complete</u></b>
4	3
9	7
12	9
24	17
42	29

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.

### **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:

<b><u>Degree Program</u></b>	<b><u>Average Hours Required</u></b>	<b><u>150%</u></b>
Certificate program	36 credit hours	54 credit hours
Associates degree	70 credit hours	105 credit hours

# Additional SAP Information

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## **Repeated Courses**

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. Refer to the Repeat Course Policy for additional information regarding aid eligibility for repeated courses.

## **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.

## **Incomplete Grades**

Incomplete grades are factored into student's SAP calculation for the term in which the grade is assigned. When an incomplete grade is changed to a final grade, the new grade will be factored into the student's SAP calculation during the next formal evaluation period. The school cannot retroactively change the student's SAP status when the grade of "I" becomes a final grade, since, at the time of the SAP evaluation, the grade of "I" was a valid grade.

## **Withdrawals**

If a student withdraws (W) from a course after the drop/add period for any given semester, the course is considered in "hours attempted" when calculating Credit Hour Pace of Progression and Maximum Timeframe.

## **Remedial Courses**

Remedial or developmental courses do not count toward the student's degree requirements; however, they are counted as attempted and earned hours and are used to determine a student's academic grade level or classification. Thus, developmental courses are calculated in the quantitative and maximum time frame measures.

Reminder – financial aid may be awarded to cover up to 30 remedial course credits. Remedial course credits in excess of 30 cannot be calculated as enrolled hours for financial aid purposes. This rule is not related to SAP but is a general financial aid eligibility requirement.

## **Changes of Major and Pursuit of Second Degree**

Prior credits and grades that do not count toward the new major will be included in the SAP determination of Grade Point Average (GPA), Pace of Progression and Maximum Time Frame. All periods of the student's enrollment count when assessing Satisfactory Academic Progress, even periods in which the student did not receive Financial Aid funds.

All periods of enrollment (including the summer semester) are included during the calculation of a student's Satisfactory Academic Progress status, regardless if the student paid out of pocket. If the student paid for classes without financial aid, the hours are included in the earned and attempted hours during the calculation of Satisfactory Academic Progress.

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## Plan of Study

Occasionally, it may be mathematically impossible for a student to achieve minimum SAP standards at the conclusion of one term. The objective of the plan of study or academic plan should be to assist the student in producing academic success at each of the stipulated checkpoints and milestones of the academic plan. The long-term goal of the plan of study should be to restore the student to proper SAP standards at a specified future point in time.

Students who are meeting the conditions of an academic plan can work with the school to change the terms of the plan without submitting an appeal.

A plan of study will be voided by the financial aid office for the following reasons:

- **When a student changes major, then the previous plan is void since it pertained to the major at the time of the appeal.**
- **If a student violates the academic plan as defined.**
- **If a student does not enroll for the term that the plan of study was designed to be applicable.**

The financial aid office may specify in a plan of study the terms and conditions that the student will be required to take a reduced course load or enroll in specific courses.

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## Satisfactory Academic Progress Standing Statuses

**Good Standing** – Student met the GPA, Pace of Progression, 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 than 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.

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## Financial Aid Appeal

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.

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## **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 student's 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 placed 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 student's 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](mailto:finaid@northweststate.edu).

Students who do not wish to complete the appeal may also choose to pay for courses on their own until they once again meet satisfactory academic progress requirements.

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## Campus Resources

Northwest State Community College is dedicated to the success of our students. The Success Center, located on the first floor of the 'A' Building, offers many **FREE** services to our students. These services include:

- **Individual and group tutoring sessions**
- **Online tutoring**
- **Walk-in academic labs**
  - Life sciences
  - Math
  - Writing
  - Accounting
  - Nursing
- **Workshops and review sessions**
- **Student Lingo On-Demand Success Workshops**
- **Learning resources**
- **Makeup testing**
- **Accommodations for students with special needs/ ADA**



The Success Center is open when classes are in session. To receive more information, or to schedule a tutoring session, visit the Success Center office in the 'A' Building, call 419-267-1447, or email [success@northweststate.edu](mailto:success@northweststate.edu).

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## Campus Counseling Center

Being a successful student involves more than earning a good grade on a test. Leading a healthy, balanced life is a key factor to finding success in the classroom and beyond, and the NSCC Campus Counseling Center is here to help.

Sometimes life can be overwhelming and having someone to talk to can make all the difference. The NSCC Campus Counseling Center, supported by the Comprehensive Crisis Care, provides no-charge services for NSCC students.

- Crisis intervention
- Information and referrals
- Personal Counseling

Students who are facing relationship problems, depression, addiction, stress, anxiety, or other issues are encouraged to utilize this no-charge, confidential service. You do not have to face these issues alone. For more information or to schedule an appointment, Text 419NSCC to 898211, call 2-1-1 or 800-468-4357 or email [kneiling@fsno.org](mailto:kneiling@fsno.org).

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

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