NorthWest Arkansas Community College Administrative

Policies and Procedures

Satisfactory Academic Progress 3-16-4(1)

Policy:

Federal Regulations require students to maintain Satisfactory Academic Progress (SAP) while working ***towards an approved degree or certificate program at NWACC***. Students are required to submit complete official transcripts from all institutions previously attended. Only the hours transferred into NWACC will be counted as part of a student's Satisfactory Academic Progress.[1] Academic progress will be reviewed prior to a student's initial enrollment period and at the end of each semester.

To be in **Good Standing** for Financial Aid a student must:

- successfully complete at least 67% of all attempted credit hours and
- maintain an overall grade point average of at least 2.00 and
- attempt no more than 95 credit hours for associate degrees requiring 64 hours[2]

A student will be placed on **Financial Aid Probation** if they

- do not successfully complete 67% of all attempted credit hours or
- have an overall grade point average of less than 2.00

[1] The Record's Office will review each complete and official transcript and conduct a transcript evaluation to determine which hours will transfer into NWACC. All hours deemed transferrable by the Record's Office will be counted toward the student's Satisfactory Academic Progress.

[2] Associate degrees requiring more than 64 credit hours and certificate programs requiring less than 60 hours will be calculated at 1.5 times the number of hours required for completion of the degree or certificate.

A student will be placed on **Financial Aid Exclusion** if they

1. attempt 95 or more credit hours for associate degrees requiring 64 hours[2]
2. fail to successfully complete 67% of credit hours attempted or have a GPA of less than 2.0 for the semester, while on **Financial Aid Probation**

How does Financial Aid Probation affect my financial aid? Students on **Financial Aid Probation** may still receive federal (PELL, SEOG, ACG, student loans and work-study) and state (AWIG) funds. Your course completion rate, GPA and number of attempted hours will be monitored closely to ensure you are meeting the minimum standards each semester.

How can I be removed from Financial Aid Probation?

A student will be removed from **Financial Aid Probation** and placed in **Good Standing** when their **cumulative** GPA and **course completion** rate meets the minimum standards.

Students will remain on **Financial Aid Probation** until their **cumulative** GPA and course completion rate meets the minimum standards as long as their **semester** GPA and course completion rate meets the minimum standards.

How does Financial Aid Exclusion affect my financial aid?

Students on **Financial Aid Exclusion** are not eligible to receive federal (PELL, SEOG, ACG, student loans and work-study) or state funds.

How can I be removed from Financial Aid Exclusion?

For condition 1, the only way to be removed from **Financial Aid Exclusion** is to have a Financial Aid Appeal approved.

For condition 2, a student may be removed from **Financial Aid Exclusion** one of the following ways:

- Students may be reinstated to **Good Standing** once their cumulative GPA and course completion rate meets minimum standards.
- Students may be reinstated to **Financial Aid Probation** by successfully completing a minimum of 6 credit hours at NWACC on their own with grades of "C" or better and no withdrawals.
- Students may file reinstated with an approved Financial Aid Appeal.

How do I file an Appeal?

- Obtain a Satisfactory Academic Progress Appeal Form from our office or print it from our financial aid webpage at www.nwacc.edu .
- Complete all requirements listed on the Appeal Form.
- Submit Appeal form and all requirements to the Financial Aid Office.

Financial Aid Satisfactory Academic Progress Appeals are reviewed by the Financial Aid Appeals Committee which normally meets weekly. Their decision is final **and the student will sent a response to their NWACC email account.**

The Financial Aid Office will send notification of **Financial Aid Probation** or **Financial Aid Exclusion** to the student's NWACC email account as soon as their completed financial aid file has been reviewed. Notice of **Financial Aid Exclusion** may be issued for past semesters based on an evaluation of the student's previous academic record.

- Students must submit complete official transcripts. If a transcript is received with in progress grades, a student will be required to submit a second official transcript with the completed grades.
- It is the student's responsibility to notify the Financial Aid Office of any grade changes.
- For repeated courses, only the highest grade received is counted in the attempted and completed hours and calculated in the student's GPA.
- A student may repeat a course two times.
- Financial Aid is not awarded for courses that are audited.
- Incomplete grades are counted as attempted but not completed hours and are not counted in the student's GPA.
- Financial Aid will be awarded for up to 30 credit hours of remedial course work.
- Students who change their degree and/or majors or who are pursuing a second degree are subject to the maximum number of hours attempted rule.

Legal Reference: Federal Financial Aid Monitor

Adopted: December 2004

Revised: March 2006

Revised: January 2008