

## Satisfactory Academic Progress Policy

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Federal regulations mandate that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal and state aid. This policy is used to determine eligibility for the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Direct Loans (including PLUS loans), some private loans, state funds and some scholarships.

Academic progress at Lakeland is measured in four ways at the end of summer term and fall and spring semesters:

- o Overall completion of at least 67% of the credits attempted.
- o Minimum cumulative grade-point average (GPA) of 2.00.
- o Completion of degree/certificate within 150% of the published credits required to earn a degree.
- o Students who have GPA hours and have a 0.00 GPA for the semester will become immediately ineligible for future financial assistance.

All students not meeting SAP have the right to the appeal process as described in this brochure.

### Overall Completion of Credit Hours

All students using one or more of the financial aid programs listed above must successfully complete 67% of credit hours attempted, including courses taken as a College Credit Plus student and/or transfer credits. This policy will be applied retroactively to all credit hours attempted without regard as to whether or not students received financial assistance. Credit hours attempted will be based on the number of credit hours in which students are enrolled at the end of the 100% refund period. A course for which the grade of F, W, FNA, U, UD, UF, UFNA, AW, UNA, I or NA is earned is not a successfully completed course.

### Warning (WARN)

Students who have not completed at least 67% of the total attempted credit hours or are below the minimum cumulative 2.00 GPA will be placed on warning. Students may continue to be eligible for financial aid during the warning period and are encouraged to seek tutoring or other support services for help. Students only have one semester to correct the deficiencies.

### Ineligible (INELIG)

Students become ineligible for aid when all of their deficiencies have not been corrected after a semester of warning, or if during a review of their academic record, it is determined that they cannot mathematically finish the program within the maximum timeframe.

### Maximum Timeframe (MAXTIM)

Federal regulations stipulate that students must graduate within 150% of the published maximum timeframe required to earn a degree. For example, if a program requires 63 credit hours, students must graduate by the time they have attempted 95 credit hours. Transferred credit hours are included in credit hours attempted when calculating remaining eligibility. If students have reached the maximum timeframe, they become ineligible for financial aid.

### New Students

Through Lakeland's ongoing efforts to enrich the first-year experience, new students whose SAP status calculates to WARN after their first term of attendance are required to complete the Promoting Student Success Program (PSSP). Students who do not complete PSSP will not be eligible for further financial aid assistance until they make up their deficiencies.

### Lakeland Community College Graduate

Students seeking a second degree or a post-degree certificate, and who have not exceeded the maximum timeframe, must contact Lakeland's Student Service Center to declare the new program.

### Academic Forgiveness and Tuition Refunds

Credit hours excluded due to the Lakeland Community College Academic Forgiveness Policy are still counted as credit hours attempted for financial aid purposes. Students given a 100% refund of tuition as a result of a petition will not have those credit hours excluded from hours attempted.

### Repeated Classes

Repeated courses may not increase total credit hours earned; however, they are included in credit hours attempted. Students may receive financial aid for repeating courses. For students retaking a previously passed course, financial aid can only be used for one repeat of the course. Any courses that are repeated will be used in the calculation of their SAP status.

### Developmental Hours

Students are limited to 30 developmental credit hours while receiving financial aid. Federal financial aid programs will not cover any developmental courses taken after reaching the maximum 30 hours. These courses include, but are not limited to MATH 0745, MATH 0850, MATH 0890, MATH 0950, ENGL 0111 and ENGL 0220

### Overall Grade-Point Average

Financial aid recipients must have a minimum cumulative 2.00 GPA.

## Grade Changes

SAP recalculations due to grade changes will be completed only during the term immediately following the one in which the grade was assigned, with the exception of grades assigned during the spring semester which may be recalculated during the following summer term or fall semester. Students should notify Lakeland's Financial Aid Office in these instances to request a review of their SAP status.

## Reinstatement of Federal Aid/Right to Appeal

Students who fail to meet the minimum SAP requirements must make up the deficiencies without the use of financial assistance from the programs listed in this brochure. Once students are back in good standing, they must notify Lakeland's Financial Aid Office. The financial aid office will review the records and proceed as necessary. If there were extenuating circumstances why SAP was not met, students have the right to appeal.

## The Appeal Process

To submit a SAP Appeal, students must complete an online SAP Counseling Session (instructions available at Lakeland's Student Service Center). The session will provide students with general SAP information, along with step-by-step instructions on the appeal process. The appeal form will only be available upon successful completion of this session. Deadlines for submitting a SAP appeal are indicated on the appeal form. For specific dates, contact Lakeland's Financial Aid Office or Lakeland's Student Service Center. Once the appeal is submitted and reviewed, the decision will be communicated through Lakeland student email.

## Approved Appeal Requirements

If a SAP Appeal is approved, students will be assigned one of the following eligibility statuses:

**Probation:** During the probation term, students must make up their deficiencies of credit hours and/or GPA. If students do not make up their deficiencies, aid is once again revoked.

**Academic Plan:** Students who are placed on an Academic Plan must successfully complete the requirements of the plan. If students do not meet the requirements of the plan, aid is once again revoked.

If a Maximum Timeframe Appeal is approved, students will continue to be eligible for aid as long as they continue to meet the terms of their Academic Plan.

An approved appeal will not result in financial aid being awarded retroactively to a previous term.

## Denied Appeals

If the SAP Appeal is denied, students must successfully complete a term at Lakeland before they can re-appeal.

### Student Notification

SAP will be measured at the end of each term of enrollment and at the beginning of each academic year. Emails will be sent to the students as notification. Students may review their status online by logging in to myLakeland.

### Questions?

Lakeland Community College Financial Aid Office

7700 Clocktower Drive, Kirtland, OH 44094

Phone: 440.525.7070

Fax: 440.525.7704

Email: [finaid@lakelandcc.edu](mailto:finaid@lakelandcc.edu)