

## REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All ESCC students who receive assistance from the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan, or Alabama Student Assistance Program are required to make satisfactory academic progress (SAP) toward the goal of completing their chosen degree or certificate program within a specified time frame. All federal financial aid recipients will be subject to the policies listed in this section.

According to 34 CFR 668.16 (e), there are two major components of satisfactory academic progress: the qualitative component (cumulative GPA) and the quantitative component (time frame for completion).

A. Qualitative Requirement (Cumulative GPA)—All students receiving Title IV federal financial aid are required to meet the same Standards of Academic Progress applicable to all ESCC students. Each student is required to meet or exceed the following minimum cumulative GPAs based upon total hours attempted at ESCC:

Semester Credit Hours Attempted	Cumulative GPA
12-21	1.50
22-32	1.75
33 or more	2.00

B. Quantitative Requirement (Time frame for Completion)—Each student receiving aid will be expected to complete his/her program of study within a period of time not to exceed 1.5 times the normal length of his/ her program. Students must successfully complete two-thirds of all hours attempted in order to complete a program of study within the time allowed. Students enrolled in the Associate of Arts, the Associate of Science, and the Associate of Applied Science degree programs may receive federal financial aid for a maximum of 96 semester hours attempted. Credits transferred into a program of study will be counted toward the maximum number of hours attempted.

C. Return of Title IV Funds (Complete Withdrawals)—According to 34 CFR 668.22, if a financial aid recipient completely withdraws from classes prior to completing 60% of a given term, he/she is required to repay all unearned federal financial aid funds. The repayment will not exceed more than half of any grant funds received, and each student who owes a repayment will be notified in writing by the ESCC Business Office of the requirement to repay Title IV funds. The student will then have 45 days to repay or to make satisfactory arrangements to repay the funds. The failure of a student to repay unearned Title IV funds or make satisfactory arrangements within the 45 day period will be reported to the National Student Loan Database System (NSLDS). This action will result in the termination of eligibility for federal financial aid at any institution, not just at ESCC. WE STRONGLY ENCOURAGE ALL STUDENTS CONSIDERING A COMPLETE WITHDRAWAL TO DISCUSS THE DECISION WITH A MEMBER OF THE FINANCIAL AID STAFF BEFORE WITHDRAWING FROM ESCC.

If a student completely withdraws after completing 60% of the term, no refund is required as the student is considered to have earned 100% of the financial aid awarded for the term. Withdrawals

will reduce the student's ability to complete the required two-thirds of all hours attempted, however. See the requirements in section B above.

D. Remedial Coursework—Students are eligible to receive Title IV federal financial aid for up to 30 semester hours of developmental coursework. Students will not be eligible for financial aid for any remedial courses in excess of the 30 semester hour limit.

E. Appeals Process—A student who loses his/her eligibility for financial aid because he/she failed to meet SAP requirements (see A and B above), may appeal the suspension of aid eligibility by submitting a SAP Appeal form at least 30 days before the start of the semester for which the student is trying to establish eligibility. An appeal received after this deadline will be considered for the next term.

The student must indicate the term for which he/she is seeking reinstatement of aid, and the reason/s the student initially failed to make satisfactory academic progress. Appropriate documentation of the circumstance(s) associated with the appeal is required in most cases.

All appeals are reviewed by a committee made up of Financial Aid staff and other College personnel. If the appeal is approved by the Appeal Committee, the student is placed on a probationary or term-by-term status to give the student an opportunity to reestablish eligibility for aid while continuing to receive assistance. The student is required to pass all courses attempted during the probationary period with a 2.0 GPA or better. Failure to do so will result in the loss of aid for subsequent terms. Submission of an appeal does not guarantee reinstatement of aid eligibility.

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