



# Rockingham COMMUNITY COLLEGE

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## FINANCIAL AID / VA SATISFACTORY ACADEMIC PROGRESS POLICY

Rockingham Community College (RCC) is required by federal and state regulations to define and administer standards of Satisfactory Academic Progress (SAP) for students seeking financial aid /VA benefits. RCC applies these standards to federal and state financial aid / VA funds to maintain a consistent procedure for all students. RCC students receiving financial aid / VA benefits will be evaluated at the end of each semester on the following criteria:

- Qualitative Standard – GPA
- Quantitative Standard – Pace of Completion/Pass Rate
- Maximum Time Frame

## QUALITATIVE STANDARD - GPA

Students *must maintain a cumulative GPA of at least a 2.0 as calculated for financial aid/ VA purposes*. Cumulative GPA is calculated from the beginning date of enrollment to the present. There are several GPA calculators online; here is a link to one: [http://www.revfad.com/gpa\\_calculator.html](http://www.revfad.com/gpa_calculator.html).

\*Note: A student's financial aid / VA GPA can be different than their college's academic GPA.

## QUANTITATIVE STANDARD - PACE OF COMPLETION/PASS RATE

Students *must complete a cumulative 67% of the total credit hours attempted*. The number of hours attempted is defined as the total cumulative number of credit hours enrolled at the 10% point of each semester. The total number of hours earned is defined as the total cumulative number of credit hours for which the student received a passing grade as noted on the student's academic transcript. (Example: If a student has attempted 50 credit hours, he or she must have completed at least 34 (or 67%) of those credit hours or **50 X .67 = 34.**)

## MAXIMUM TIME FRAME

Students receiving financial aid/ VA benefits must complete his or her program of study in a time frame that does not exceed 150% of the published length to complete the program. This time frame will be measured in credit hours. (Example: If a student's program length requires 60 credit hours, maximum time frame is no more than 90 credit hours or **60 X 1.50 = 90.**)

## IMPORTANT NOTES TO REMEMBER

It is **THE STUDENT'S RESPONSIBILITY** to be aware of his or her SAP status for financial aid / VA eligibility.

**NOTE:** All notices regarding financial aid / VA, SAP will be sent by mail and to the student's RCC email address. Students are responsible for monitoring these mailboxes.

- **SAP is CUMULATIVE and includes ALL periods of enrollment, even those for which a student did not receive financial aid / VA benefits.**

Withdrawals whether "official" or "unofficial" and/or "withdraw passing" (WP) or "withdraw failing" (WF) affect the student's ability to meet the qualitative standard described above. Please discuss any plans prior to withdrawing from courses with the Financial Aid Office to see how it may affect financial aid/VA eligibility.

Incomplete Grades will affect a student's ability to meet the qualitative standard described above because an incomplete grade will be counted as a class attempted but not completed.

Repeated Courses are permitted. However, if a student passes a course ("D" or better) the course may only be repeated once for financial aid purposes. **NOTE:** Previous hours attempted and earned will be counted in the total hours attempted and earned.

Transfer Credit hours and grades accepted from other institutions the student has attended are included in the SAP calculation.

Developmental/Remedial Coursework is included in the SAP calculation. Also, there is a limit on the amount of developmental/remedial coursework that can be included for financial aid purposes. A student can receive financial aid for up to 30 credit hours of developmental/remedial coursework

Audited Courses cannot be included in enrollment status for financial aid purposes.

Change of Program may result in reduced financial aid eligibility for the new program since SAP is cumulative and includes previously attempted hours in other programs.

#### FINANCIAL AID / VA WARNING/PROBATION

Students not making satisfactory progress due to GPA, PACE OF COMPLETION, and/or MAXIMUM TIME FRAME rule will be put on financial aid / VA WARNING/PROBATION. Students on financial aid / VA warning/probation will be allowed one semester to achieve SAP. During the warning/probationary period, students may be eligible to receive financial aid / VA benefits. At the end of the warning/probationary period, after all grades have been reported and verified by the Registrar, SAP will be evaluated to determine whether the student is eligible for aid. If the student is not meeting SAP, then financial aid / VA will be terminated until SAP is achieved.

#### FINANCIAL AID / VA SUSPENSION/TERMINATION

A student will be placed on financial aid / VA suspension/termination when he or she has not met SAP conditions at the end of the financial aid / VA warning/probation period or if he or she has not met the conditions of an approved appeal. Students are not eligible to receive financial aid / VA benefits while on suspension/termination until he or she has attended classes and made up credit hours and/or increased GPA to a 2.0 or better. Students will need to appeal to have financial aid / VA benefits reinstated at that point.

#### APPEAL PROCEDURE

All appeals must be made in writing on a *SAP Appeal Form*. Please visit the Financial Aid webpage online at [www.rockinghamcc.edu](http://www.rockinghamcc.edu) for an appeal form that is relevant to your situation. All appeals must include an explanation of the reasons the student did not meet SAP requirements, documentation of all extenuating circumstances, and explanation with documentation that the situations outlined in the student's appeal are now resolved. Submit the appeal and non-returnable documentation to the Financial Aid Office for the Appeals Committee to review.

Students appealing to receive financial aid for a second degree program must make an appeal in writing on a *Second Degree Appeal Form*. Visit the Financial Aid webpage online at [www.rockinghamcc.edu](http://www.rockinghamcc.edu) for an appeal form. Students must explain in detail his or her reasons for returning to RCC to pursue a second degree. Submit the appeal to the Financial Aid Office for the Appeals Committee to review.

If appeals are approved, they are approved conditionally. The conditions are listed below:

- **Achieve 2.0 GPA or better each semester,**
- **No withdrawals for any semester,**
- **No F grades for any semester, and**
- **Follow the academic plan to graduate by the expected graduation date taking only classes in the program.**

The appeal form completed and signed by the student explains the future financial aid / VA consequences of not meeting the above conditions while on an approved appeal and the procedures that will follow.

**Revised: 3/18/15**