



Student Financial Aid

Satisfactory Academic Progress Policy

Federal Regulations require that Zane State College (ZSC) establish policies to monitor the academic progress of students who apply for and/or receive financial aid. These standards apply to the following financial aid programs: Federal Pell Grant, Federal Work-Study Program, Direct Loan Program, and Direct Parent Loan Program for Undergraduate Students. This policy may also affect the receipt of institutional aid.

This policy applies to students enrolled in a degree or certificate granting program of study. Students applying for financial aid must be making satisfactory progress as outlined in this policy prior to the initial awarding or certification of financial aid. All terms including summer are calculated the same.

PLEASE NOTE: The federal government requires ZSC to monitor the academic progress of non-recipients, too. Be aware that your academic progress during any semester in which you do not have financial aid will be a factor in determining your eligibility for aid in subsequent semesters.

Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:

- I. Grade Point Average (GPA)
- II. Credit Hours Completed
- III. Maximum Time Frame (MTF) for completion of educational objective

I. Grade Point Average (GPA) Requirement

Students must maintain a minimum cumulative **GPA of 2.0** which will be monitored at the end of every quarter.

II. Credit Hours Completed Requirement

Students must maintain a **67% completion ratio** for hours attempted. Hours attempted include hours for which you are enrolled as of the 15th day of the semester, hours for which you are enrolled as of the date of withdrawal if the withdrawal is after 100% refund period, and hours for which there are grades/notations of AU, W, or "forgiven" hours. Completion Ratio will be monitored cumulatively at the end of each semester. The *completion ratio* is calculated by dividing the number of hours (successfully) completed by the number of hours attempted.

Successful completion of course work is defined as a letter grade/notation of **A, B, C, D, TR, LL, P, VC, or ML**. Any of the following grades are considered unsuccessful: **W, F, FN, I, U, NP, NR, NC, WV, or AU (Audits, if changed after the 15th day of the semester)**. **It is the student's responsibility to notify the Office of Financial Aid when an incomplete course has been completed successfully.**

III. Maximum Time Frame (MTF) Measurement Requirements

Students must complete their academic program within **150% of the credit hours it normally takes to complete the program** (including proficiency and transfer credits as well as the credits included as repeated courses or Fresh Start). Students who *attempt* more than **125%** of the credit hours to complete will have their aid status placed on warning having up to 150% to finish their degree. They will then be placed on **suspension** once exceeding the 150% of the degree program. Progress will be assessed at the end of each semester. All hours attempted will be counted, including when a student changes majors or attempts a second degree program.

IV. Consequences of not meeting SAP

Your academic progress will be evaluated at the end of each semester according to the criteria listed above. Failure to meet the minimum GPA or completion ratio will result in being placed on **Warning Status**. Failure to meet the minimum GPA or completion ratio while on **Warning Status** will result in being **Suspended** the subsequent semester. Once you have attempted more than **150% of the required credit hours to complete the program**, your aid will be **Suspended**. ****Suspension renders you ineligible for any federal and most institutional financial aid.**

V. Reestablishing Eligibility

If you are on **Suspension** because of failure to successfully complete the appropriate percentage of your classes, you must successfully complete the minimum percentage of cumulative hours required by taking additional classes at your own expense.

If your aid eligibility has been suspended and you feel you have extenuating circumstances, contact the Student Financial Aid Office to ask about the appeal process. If you wish to appeal the suspension of your aid, **you must complete and return the Satisfactory Academic Progress (SAP) Appeal Form**. *It is extremely helpful to discuss the situation with the Financial Aid Office before starting the appeal process.* Directions included on the SAP Appeal Form require students to explain in detail, with supporting documentation, the reason(s) for not meeting SAP and to write a plan to maintain eligibility upon approval by committee. In general, the appeal process is not to be used to extend the student's financial aid eligibility. Therefore, SAP appeals for Maximum Time Frame may be denied. **The deadline to file an appeal varies depending on the semester; refer to the appeal form itself for specific dates.** Stop by or call Student Financial Aid at 740-588-1276 or 1-800-686-8324 x 1276 for more specific information.

Students regaining eligibility through the appeal process will be placed on **Appeal Status** and may have specific requirements to meet in order to regain and maintain financial aid eligibility. While on appeal status, students must meet the terms of their appeal and **cannot appeal again** if the terms of are not met while on **Appeal Status** regardless of the circumstances. If the terms of the appeal are not met, your aid will be terminated indefinitely, and will not be reinstated.