

ROSE STATE COLLEGE

Financial Aid Office

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Satisfactory Academic Progress Policy

To receive funds administered by the Rose State College Financial Aid Office, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress as well as completion of degree objective within 150 percent of normal time frame. Satisfactory academic progress (SAP) standards are the same for all categories of students, including those students registered with Student Access Services. Students registered with Student Access Services should take advantage of suggested accommodations in order to meet the SAP standards. Failure to register with Student Access Services will not be considered an extenuating circumstance.

All periods of enrollment will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement.

Guidelines for Academic Progress

The award year at Rose State College consists of fall, spring, and summer enrollment periods. Fall begins the award year and summer concludes it. The measurement of academic progress is made at the end of each enrollment period, and the status is effective with the next enrollment period.

Students enrolling at Rose State College for the first time (including transfers) will have their academic progress reviewed at the time our office determines an award package. This initial measurement will include all credits (including transfer credits) reported on the student's RSC academic record. It is the student's responsibility to report on all previous institutions attended on their Rose State College admissions application and submit all required academic transcripts to the RSC Admissions Office. Another measurement of academic progress will be made at the conclusion of the first enrollment term and will continue to include all transfer credit that the RSC academic record contains.

Students who have been academically suspended from RSC and who are readmitted are not eligible for financial aid unless they meet the current SAP policy. Students who are readmitted may follow the appeal policy if consideration for financial aid is desired. Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades considered as part of the evaluation of academic progress for financial aid.

Qualitative Standards:

Students must meet a qualitative standard of academic progress measured through cumulative grade point average. Students must have an overall 2.0 GPA to graduate from RSC. The required GPA is based upon the total number of earned credit hours.

Total Earned Hours	GPA Needed
1-29 e a r n e d credit hours	1.8
30 or more	2.0

Quantitative Standards:

Students must meet a quantitative standard of academic progress measured by a percentage completion rate or **pace**. Students must successfully complete 67% of all attempted credit hours (this allows students to graduate within 150 percent of normal time frame). The calculation is made as follows: $\text{earned credit hours} \div \text{attempted credit hours} = \text{completion rate (pace)}$. Courses with grades of “W”, “I”, “F”, “AW”, “U”, and courses taken under the RSC class repeat regulations are included in attempted credit hours but are not included in earned credit hours. Transfer work included on the RSC academic record is also included.

Remedial Coursework:

Students enrolled in remedial (zero-level) courses will be given grades for completion of the course or unsatisfactory completion. The grades are not figured into a student’s RSC GPA but will be included in the attempted hours and calculation of a student’s completion rate (**pace**) each semester when Satisfactory Academic Progress is calculated. Students may receive financial aid for a maximum of thirty (30) zero-level credit hours.

Repeated Coursework:

For financial aid eligibility, courses may be repeated once. Failed courses that are required for program completion may be repeated until the course is passed.

Maximum Time Frame for Degree Completion:

Students are expected to graduate from their program of study in a timely manner within 150 percent of the published length of the program of study. All credits attempted are counted including a change in majors, credits from other institutions and whether financial aid was received for credits taken. Rose State College will not process federal aid for a student who has attempted credits in excess of 150 percent of the published length of program of study.

However, if a student has attempted more than 150 percent of the published credit hours required for program of study, they should submit a completed Resolution of Excess Hours appeal form plus a detailed TYPED statement which provides a clear degree plan explaining the student's objective and graduation date. Such a request does not guarantee funding; however, if assistance is continued you will be approved through a specified semester. Funding will not be extended past this semester unless you have experienced unusual documentable circumstances.

Warning Period:

A student who fails to meet SAP (excluding maximum time frame) at the end of an enrollment period will be automatically placed on WARNING, not to exceed one enrollment period. A student who has been placed on Academic Probation by the RSC Office of Admissions and Records may be placed on financial aid WARNING. During the WARNING enrollment period, the student may receive federal financial aid despite the determination that the student is not meeting SAP standards. The student must meet SAP standards at the end of the WARNING period or will be placed on FINANCIAL AID EXCLUSION and will be ineligible for further financial aid until such time as the student meets SAP standards (student must pay for any additional course enrollment after the WARNING period through personal or private funds) or the student must appeal and the appeal is granted.

Probation Period:

PROBATION is the status assigned to a student who fails to meet SAP standards and who has appealed and has had eligibility for aid reinstated. A student on financial aid PROBATION may receive financial aid for one enrollment period. At that point, the student must meet SAP standards, or the student will be placed back on FINANCIAL AID EXCLUSION.

Academic Plan:

The ACADEMIC PLAN must be assigned to a student who fails to meet SAP standards and who has appealed and has had eligibility for aid reinstated. A student on an ACADEMIC PLAN has been determined to not be able to meet the requirements as defined within the Financial Aid Academic Progress Policy during one semester. Therefore, the student will be required to complete an Academic Plan. The RSC Financial Aid Academic Plan consists of the following requirements:

- Maintain a 2.0 GPA or better for enrolled coursework each semester for the duration of the Academic Plan
- AND
- Complete/Earn 67% or more of attempted coursework each semester for the duration of the Academic Plan

If you do not adhere to these requirements of the Academic Plan, you will be placed on FINANCIAL AID EXCLUSION. As a result, you will lose your financial aid eligibility for the next semester you are enrolled at RSC. No other appeals will be accepted unless the following specific documentable extenuating circumstances apply:

- Death of close family member
- Major medical issues (i.e. Requires hospitalization) experienced by the student or an immediate family member
- Domestic violence
- Involuntary call to active military duty
- Other extreme circumstances (case by case basis)

PLEASE NOTE: If you have been placed on FINANCIAL AID EXCLUSION for a third time (or more), you are ineligible to appeal and must meet SAP requirements before you can receive financial aid at RSC.

Appeal Process:

There may be extenuating circumstances encountered by a student which impact on their ability to be successful during an enrollment period. These circumstances include personal injury or illness which occurs during an enrollment period; death of an immediate family member or legal guardian during an enrollment period; or other documented circumstances that were unexpected in nature and beyond control of the student. In these cases, cumulative grade point average or completion rate may decline resulting in the student not meeting the minimum qualitative and quantitative standards previously described.

If a student has been placed on FINANCIAL AID EXCLUSION, they may appeal in some circumstances. If the student is placed on FINANCIAL AID EXCLUSION for the first time, they may complete an appeal and submit it to the RSC Financial Aid Appeal Committee. All appeals will be reviewed through the first week of the semester. If the appeal is approved, the student may be required to meet with a RSC Financial Aid Advisor before federal aid is disbursed. The student will then be reinstated to FINANCIAL AID PROBATION or placed on an ACADEMIC PLAN. If the appeal is denied, the student is ineligible to submit another exclusion appeal at Rose State College and must meet the RSC SAP standards before aid could be reinstated.

All appeals must be typed. Handwritten appeals will not be accepted. Appropriate documentation must be included at the time of the submission of the appeal. Appropriate documentation should provide confirmation of extenuating circumstances that caused the student to not meet SAP. Non-completion of a course due to a failing grade or conflicts with work schedules are not sufficient reasons as a basis for appeal. The committee will not review an appeal without documentation and an Academic Plan Worksheet. The committee's decisions are final and cannot be appealed.

If a student has been placed on FINANCIAL AID EXCLUSION more than one time, they may be allowed to appeal for this status for a second time. However, the student will not be permitted to use the same extenuating circumstance documented in a previous appeal. Any subsequent appeal must be based on a distinct and current set of extenuating circumstances that caused the student to once again not meet the current SAP standards.

Appeals will not be accepted if a student has been placed on FINANCIAL AID EXCLUSION for the third (or more) time.

Transfer Work

When determining a student's status for financial aid, a student's transfer work will be included in the grade point average. For example, if a student's transfer work indicates a grade point average that does not meet the established minimum, they will be assisted on financial aid (if eligible) on a FINANCIAL AID WARNING status. Since the grade point average incorporates transfer work, students are expected to have transcripts from prior institutions on file with the College's Office of Admissions and Records. Your application for Federal Aid will not be processed until all transcripts from previous institutions have been submitted to the College.

Course Attendance

Students receiving federal financial aid are expected to maintain regular course attendance. If a student is determined to have not commenced attendance for one or more courses, their financial aid will be canceled for the classes of non-attendance.

If financial aid has already been disbursed and the RSC Financial Aid Office determines that the student has not commenced course attendance, all or some of their financial aid may have to be immediately repaid. This may result in the students owing a bill to Rose State College.

Student Responsibility for Course Attendance

When a student officially withdraws from all classes for the term, the RSC Financial Aid Office will perform the following steps in calculating how much of a student's federal financial aid must be returned to the U.S. Department of Education.

1. Determine how much aid the student is entitled to use or has "earned" by attending classes. The date that the student officially processes a withdrawal form through the College and drops all classes is the official withdrawal date and will be used to calculate the percentage of time the student was enrolled in the term and how much aid the student is entitled to receive or "earned." The amount of aid includes funds disbursed plus those funds authorized but not disbursed at the time the student withdrew. A student who makes grades of all "F" or "U" will be treated as an unofficial withdrawal and the 50% point of the semester will be used to calculate the amount of aid that must be returned, unless reported otherwise by your professor(s).
2. Determine how much of the federal aid must be returned. The earned percentage is subtracted from 100% and determines the "unearned" amount of federal aid.
3. Determine who must return the unearned aid. This could be the College, the student, or, in some cases, both the College and the student. The unearned percentage is also used to determine, if necessary, how much the College must return the federal funds it receives as payment for tuition and fees.
4. The Financial Aid Office will notify the students regarding the amount that they must repay. There are no methods to appeal the repayment of these funds. Since the financial aid was not "earned" through class attendance, the aid that was received but not "earned" must be returned-regardless of the reasons for the complete withdrawal. If a student does not repay the "unearned" financial aid or make satisfactory arrangements with the U. S. Department of Education to repay the funds, they are no longer eligible for federal financial aid.

Explanation of Grades

The following chart explains how specific grades are regarded in the Student Financial Aid Academic Progress Policy

Grade	Effect of Grade
W	This grade indicates a student has withdrawn from a course. If the student has received aid for a course and receives a W for the course, they have not successfully completed the course for which aid was received.
AU	This grade is used to indicate a student has audited a course; this grade does not reflect a student who is actively enrolled in a course for credit. It is not considered a successful completion of a course. Classes changed to audit are not eligible for federal aid. Any aid received for audited classes will be returned to the proper program and the student will then be responsible for any bill to the college.
A, B, C and D	These letter grades are used to indicate a student has passed a course. These letter grades are computed in the College's grade point average except for zero level classes.
F	This letter grade indicates a student has failed a course. Therefore, the student has not successfully completed a course. This letter grade is computed in the College's grade point average.
S	This grade is used to indicate a student has successfully completed a course. The grade, however, is not included in the College's grade point average.
U	This grade is used to indicate a student has an unsatisfactory completion for a course. Therefore, the student has not successfully completed the course. This grade is not used in the College's grade point average.
I	This grade is used to indicate a student has not completed all course requirements to earn credit. Until the grade of I is changed to a grade indicating successful completion of a course, it is not deemed to be adequate completion. All incomplete grades must be removed within <i>one regular semester</i> (e.g., a spring semester or summer term Incomplete should be completed by the end of the fall semester. A fall semester Incomplete should be completed by the end of the spring semester) otherwise, it remains as Incomplete on the student's permanent record. The student is responsible for notifying the Financial Aid Office of the grade change. The Financial Aid Office does not accept responsibility for monitoring grade changes.
AW	This grade indicates a student has been administratively withdrawn from a course. If the student has received aid for a course and receives an AW for the course, they have not successfully completed the course for which aid was received.