



Student Financial Aid 2009-2010 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 Academic Competitiveness Grant (ACG), Ohio Instructional Grant (OIG), Ohio College Opportunity Grant Program (OCOG), Federal Work-Study Program, Federal Family Education Loan Program, and Federal Parent Loans 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.

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

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 Spring 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 quarter, 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 K, W, or "forgiven" hours. Completion Ratio will be monitored cumulatively at the end of each Spring Quarter. 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, S, LL, P, VC, or ML**. Any of the following grades are considered unsuccessful: **W, F, I, U, NP, NR, NC, WV, or AU (Audits, if changed after the 15th day of the quarter)**. **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 credit hours** (including proficiency and transfer credits as well as the credits included as repeated courses or Fresh Start). Students who *attempt* more than **150** credit hours will have their aid **suspended**. Progress will be assessed at the end of each Spring Quarter.

IV. Consequences of not meeting SAP

Your academic progress will be evaluated at the end of each Spring quarter according to the criteria listed above. Failure to meet the minimum GPA or completion ratio will result in being placed on **Probational Status**. Failure to meet the minimum GPA or completion ratio while on **Probational Status** will result in being **Suspended** the subsequent quarter. Once you have attempted more than **150 credit hours**, your aid will be **Suspended**. ****Suspension renders you ineligible for any federal, state, 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 Director 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 is one week prior to the start of the quarter in which you want your aid reinstated.** Stop by or call Student Financial Aid at 740-588-1276 or 1-800-686-8324 for more specific information.

Students regaining eligibility through the appeal process will be placed on **Probation Status for Appeal** and may have specific requirements to meet in order to regain and maintain financial aid eligibility. Students are required to sign and return a copy of their probation letter stating that they understand the terms of their probation. While on probationary status, students must meet the terms of their probation and **cannot appeal again** if the terms of probation are not met while on **Probation Status for Appeal** regardless of the circumstances. If the terms of the appeal are not met, your aid will be terminated indefinitely, and will not be reinstated.