

## CCSJ Office of Financial Aid

This policy is in effect July 1, 2011, and will begin to be calculated with summer 2011 courses

### **Satisfactory Academic Progress Policy**

Federal legislation governing all federal financial aid programs requires that students receiving federal financial aid make satisfactory academic progress (SAP) toward a degree in order to maintain eligibility for this aid. It is the policy of Calumet College of St. Joseph that all recipients of all financial aid programs, including state and institutionally funded programs, are subject to the same satisfactory academic progress standards as those for federal financial aid.

Satisfactory academic progress at CCSJ is monitored at the end of each semester. The Minimum Grade Point Average (GPA) Standard, Percentage of Credits Completed Standard, and Maximum Time Frame Standard are reviewed based on all classes in all semesters taken at CCSJ, and all accepted transfer credits from regionally accredited colleges and universities. If a student changes majors or seeks to earn additional degrees, the calculations remain the same. However, if a student receives a Bachelor's degree or Master's degree, the calculations will start over the semester following degree completion. (Please note: SAP standards are the *minimum* criteria for maintaining financial aid eligibility. Certain forms of financial aid may carry other requirements for renewal.)

#### **Minimum Grade Point Average Standard**

You must maintain a minimum cumulative GPA of 2.0 while enrolled at CCSJ. Minimum cumulative GPA includes GPA from accepted transfer credits, as well as grades received while enrolled at CCSJ. Cumulative GPA will be monitored at the end of each term.

#### **Percentage of Credits Completed Standard**

You must successfully complete (with a grade of "D" or above) at least 67% of all credits attempted while enrolled at CCSJ. All transfer hours accepted are also included in the calculation of hours completed and hours attempted. Cumulative credits attempted and completed will be monitored at the end of each term.

\*For the purposes of calculating the Percentage of Credits Completed Standard (and the Maximum Time Frame Standard listed below), credits attempted include any class for which a grade is assigned. Grades include (besides A, B, C, D, F) "I" (incomplete), "W" (withdrawn), "P" (pass), "S" (satisfactory) and "E" (failing in a pass/fail course).

All repeated courses will be counted during the review of satisfactory academic progress. Also, courses taken at another institution under a consortium agreement while enrolled in a degree program at CCSJ will be used when calculating SAP.

#### **Maximum Time Frame Standard**

You are expected to complete all academic requirements for your degree within 150 percent of the published length of the educational program in which you are enrolled. Accepted transfer credit hours are included in the calculation of the Maximum Time Frame Standard.

Below are examples of maximum time frame requirements:

<u>Required Hours to Complete Degree</u>		<u>Maximum Attempted Hours</u>
Certificate	30-33	45-50
Associate	60-63	90-95
Bachelor	124	186
Master	60-63	90-95

If it is determined that you cannot complete your program within the maximum time frame, all Title IV aid will cease.

(contd. on back)

### **Financial Aid Warning:**

If, at the end of a given term, you have failed to meet the GPA or credits completed standard, you will be placed on financial aid warning. You will be notified of your warning status by mail and/or email as soon as possible after all final grades have been submitted to the CCSJ Office of the Registrar. While on financial aid warning, you may still receive financial aid for one term.

However, at the end of your warning term, if you have still failed to meet the minimum standards required by the GPA or Credits Completed Standards, or if you have exceeded the Maximum Time Frame Standard, your financial aid will be suspended. You will be notified of your financial aid status by mail and/or e-mail as soon as possible after all final grades have been submitted to the CCSJ Office of the Registrar.

### **Financial Aid Probation or Academic Plan:**

If your financial aid has been suspended due to not meeting the SAP standards after your financial aid warning term, you have the right to appeal your financial aid status by submitting an electronic appeal form to the Office of Financial Aid. This form can be accessed via the CCSJ website ([www.ccsj.edu/finaid/sap.html](http://www.ccsj.edu/finaid/sap.html)). The form must be completed electronically and submitted along with appropriate documentation. You are urged to complete this appeal as soon as possible after receiving notification of your financial aid suspension so that a decision may be rendered prior to the start of classes for the following term.

Once your appeal has been submitted, the Satisfactory Academic Progress Committee will review your documentation. Approval of your appeal will either change your status to probation, allowing you to receive aid for one term; or you will be placed on an academic plan in which you will continue to receive aid as long as you meet the conditions of your academic plan. You will be notified of your appeal decision by mail and/or e-mail once a decision has been made. If your appeal is approved and you do not meet the conditions of your appeal, your financial aid will be suspended.

If your appeal of financial aid is denied, then you have the option of enrolling at CCSJ without eligibility to receive financial aid. If you enroll at CCSJ without the benefit of financial aid and subsequently meet satisfactory academic progress standards, you can then regain financial aid eligibility.

Please note: You are limited to a maximum of 2 financial aid appeals while enrolled at CCSJ.

### **Contact the CCSJ Office of Financial Aid**

It is the goal of the Calumet College of St. Joseph Office of Financial Aid to help make your experience at CCSJ as successful as possible. Contact us at 219-473-4296 or visit us in Room 116 of the CCSJ Building (2400 New York Avenue; Whiting, Indiana) if you have any questions regarding the financial aid satisfactory academic progress standards.

It is also recommended that you contact your academic advisor if you feel you need help with a study plan to improve your academic performance while enrolled at CCSJ.