

# SATISFACTORY ACADEMIC PROGRESS

Student success at Laredo College (LC) is an integral and crucial component of the campus mission. For this reason, policies have been established to help ensure that all students meet academic standards and expectations for success set forth by the institution. Listed below are the Satisfactory Academic Progress policies for determining academic standing and financial aid eligibility. Students must carefully read, understand, and adhere to these policies in order to help them attain their educational goals. The policies and practices presented in this document detail and outline the expectations of successful students at Laredo College.

The primary responsibility for acceptable standards of academic student success at LC lies with the student. It is up to him/her to maintain their GPA in accordance with established academic standards. In order for students to be considered to be in good academic standing the following measures must be met. Students attending LC must maintain a minimum overall GPA of 2.0 or better to be considered in good academic standing.

1. **Meet GPA Requirement** - Student must make sure their overall GPA is at or above 2.0.
2. **Complete 67% of Attempted credits** - Student must complete a minimum of 67% of all attempted credits. Drops, failing grades, incompletes, and withdrawals will be counted in the 67% requirement. Developmental courses are also counted in the 67% calculation after each semester.
3. **Graduate within the Maximum Time Frame** - Maximum time frame is the total hours financial aid will fund while in a particular degree or certificate program. Students should only take required credit hours within their degree plan.

## Satisfactory Academic Progress for Determining Financial Aid Eligibility

Federal regulations (**34 CFR 668.34**) mandate that a student receiving financial assistance under federal Title IV programs must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester. Students pursuing a certificate or associate degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

## Satisfactory Academic Progress Appeal

Federal regulations allow for certain student cases in which the institutions may grant a SAP Appeal. SAP Appeals may be considered if a student's failure to comply with one or more areas of Satisfactory Academic Progress is due to events beyond the student's control, such as a student's extended illness, serious illness or death in the immediate family or other significant life experience that impacted the student's emotional and/or physical health, and if such mitigating circumstances can be appropriately documented for the specific term(s) in which the deficiency occurred. Eligibility to receive financial aid funds may be regained by appeal. Students wishing to appeal must have a current FAFSA application on file and complete all verification requirements. SAP Appeals are not considered in the Summer. Contact the Student Financial Aid & Veteran Affairs Service Center to obtain a Satisfactory Academic Progress Appeal Form. SAP Appeals are considered on a case-

by-case basis; and when granted are granted only once. The following circumstances are not considered extenuating and beyond the student's control, but based on personal choices:

- Incarceration resulting from a guilty verdict
- Voluntary pause, lapse, or termination of employment
- Voluntary overtime
- Young and irresponsible
- It is important for all students to understand that the primary financial responsibility for paying for college lies with the parent and the student. All appropriate applications, documentation, and information must be accurate. In the case of a self-supporting student, the primary financial responsibility lies with the student and/or the spouse, if married. Therefore, the purpose in completing the financial aid application process is to determine the expected contribution from income and assets toward the total cost of education by the student, his/her parents or spouse if married.

## Satisfactory Academic Progress Appeal Procedure

SAP Appeal applications for **fall** semester are available from July through September.

SAP Appeal applications for **spring** semester are available from November through February.

After the official reporting day (12th Class Day) no appeal applications will be accepted. Processing time for an Appeal application may take a minimum of 2 to 6 weeks from the time the appeal is submitted to the time a decision is reached. All appeals shall be documented using the current form.

**Fall** Priority will be given to appeal applications submitted before August. Appeal applications submitted after August will be processed after the official reporting day. **Students must pay tuition, fees, books, supplies etc. while the appeal is in process.**

**Spring** Priority will be given to appeals submitted before December. Appeal applications submitted after December be processed after the official reporting day. **Students must pay tuition, fees, books, supplies etc. while the appeal is in process.**

Students with an approved appeal will be placed on Financial Aid Probation Status. Student must sign and abide by the contract that specifies conditions necessary to be eligible for the following term; corrective measures to enhance a student's success may be imposed. These conditions include:

- Maintain a 2.5 Minimum GPA.
- A 100% enrollment completion of hours taken and to regain "Good Standing".
- Remain on schedule to complete current academic degree plan and/or
- Enroll for courses designated in the students' declared academic degree plan.

The contract also states the consequences of failure to meet those requirements, those consequences are the following:

- Students who do not meet the conditions of the SAP Appeal will no longer be eligible for financial assistance.

- Students will not be allowed to appeal the Financial Aid Suspension a second time and,
- All decisions made by the SAP Appeal Committee are final.

## **Satisfactory Academic Progress Appeals Committee**

Student appeals for reinstatement of financial aid eligibility are reviewed by SAP Appeals Committee. The student does not meet with the SAP Appeals Committee. All correspondence with the student is conducted via e-mail. The SAP Appeals Committee is the final authority in determining whether financial aid is extended or denied. The committee communicates its decision to the student via e-mail. The committee's decision is final and cannot be overturned