



**ST. JOHNS RIVER COMMUNITY COLLEGE**  
**FLORIDA SCHOOL OF THE ARTS**  
CLAY, PUTNAM AND ST. JOHNS COUNTIES COOPERATING

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Effective May 20, 2004 (Approved by SJRCC Board of Trustees May, 19, 2004)

From Wayne Bodiford, Director of Financial Aid

Following is the revised SATISFACTORY ACADEMIC PROGRESS policy approved by the SJRCC Board of Trustees on May 19, 2004. This policy replaces the portion of Financial Aid policy on page 23 of the 2003-04 College Catalog, and on page 30 of the 2004-05 Catalog, under "SATISFACTORY ACADEMIC PROGRESS."

**Standards of Academic Progress for Financial Aid:** The federal regulations governing the funds from which financial aid is provided, state that students must maintain satisfactory academic progress toward the educational goal they are pursuing, according to the standards established by the institution. SJRCC has established the following procedures to measure satisfactory progress for students receiving federal financial aid. The financial aid standards of progress apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester or enrollment period (see definition of semester below). Certain state and locally administered financial aid programs have a more stringent progress standard. In these cases, the more stringent progress standards will be applied in addition to the College standard where applicable.

**Satisfactory Academic Progress (SAP):** This is not measured until after students have attempted a minimum of six credit hours. At the completion of each semester or enrollment period after the first six credit hours, and including a measure of progress made in the first six hours, students' progress toward an educational goal is measured in two ways:

1. **Successful Completion Ratio:** Students must maintain an overall successful completion ratio of at least 67 percent. This ratio is cumulative of all courses attempted, including transfer courses, and is calculated by dividing the total number of attempted credit hours into the number of credit hours successfully completed with a grade of "D" or higher. This successful completion ratio establishes measurement of the timeframe requirement for students at a maximum of 1½ times the normal length of time required for a student to complete a given program, regardless of enrollment status (full time, part time, or any combination of both).
2. **Grade-Point Average (GPA):** Students must maintain a minimum cumulative grade-point average of 2.0. In the event a student enrolls in a semester in courses where a grade-point average is not applicable (e.g., all preparatory courses), the cumulative grade-point average achieved by the end of the previous semester will be used. In the event there are only courses where a grade-point average is not applicable, the successful completion ratio will be the only measurement applied to the students until a GPA is applicable.

All students who otherwise qualify for financial aid and who enroll at or above the postsecondary level in an eligible program of study for the first time at SJRCC will be eligible to receive financial aid. First-time students with course history that does not meet the satisfactory progress standard will be placed in a *financial aid probation* status based on the applicable transfer history grades. Dual enrollment courses taken at SJRCC will be included in all satisfactory academic progress measurements.

A *semester* is defined as either of the major semesters/terms: fall and spring. The summer A and B terms are treated as one semester for financial aid purposes. An *enrollment period* is defined as the term or portion of a term for which a student enrolls. The words *semester* and *term* as used in this procedure, also mean *enrollment period* where applicable. Satisfactory academic progress is measured at the end of each fall and spring semester. Courses taken during the summer terms will be included when the measurement is again taken after the following fall semester. Students placed in a *financial aid suspension* status at the end of the spring semester can request the Financial Aid Office review and revise their status at the end of the Summer term (after final grades are posted).

If those students are found to be making satisfactory academic progress by including the summer grades, the students will be placed in an eligible status (either *satisfactory academic progress* or *continued probation* as applicable).

**Successful completion** is defined as any course completed with a final grade of A, B, C, D, P, or S. Courses for which students receive grades of W, WF, I, IF, F, N, NR, U, or X, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but *not successfully completed*.

**Failure to meet the minimum standards of progress will result in one of the following actions:**

- 1. Financial Aid Probation:** This occurs at the end of the semester for which satisfactory progress is measured and the students failed to meet either one or both of the measurements outlined above. Students in this status continue to receive financial aid without penalty.
- 2. Financial Aid Continued Probation:** This occurs *only* when students who are in a financial aid probation status enroll in a subsequent semester, successfully complete 100% of all courses attempted in that semester, achieve or maintain the minimum grade-point average of 2.0, but do not reach the 67% cumulative successful completion ratio. Students in this status continue to receive financial aid without penalty in a *financial aid probation* status, as long as they have not yet reached the *maximum hours* limit.
- 3. Maximum Hours:** This occurs at the end of the semester when students enrolled at the college credit level reach a total of 90 attempted credit hours, or when students enrolled at the postsecondary adult vocational level (PSAV) reach a total of 45 attempted credit hours (1350 clock hours). All federal financial aid is terminated.
- 4. Financial Aid Suspension:** This occurs at the end of the semester for which satisfactory progress is measured and students failed to maintain either one or both of the measurements outlined above, with the exception of the *financial aid continued probation* status. All federal financial aid is terminated until the students again meet the minimum standards for receipt of aid. Students can regain eligibility by enrolling for a minimum of six credit hours (half time) in a single semester and achieving at least the equivalent of the *financial aid continued probation* status.

**Appeals:** Students placed on *financial aid suspension* or reaching the *maximum hours* may file an appeal for reinstatement based on mitigating circumstances. These might include death in the immediate family, accidents, personal tragedy, medical emergencies, or other circumstances such as changes in degree goal(s). Students must submit a written letter of appeal along with supporting documentation to the Director of Financial Aid (the Director). The appeal will then be forwarded to the Financial Aid Appeals Committee (the Committee) for their consideration. The Committee reviews the appeal, determines whether there are sufficient reasons to allow additional financial aid, and notifies the Director. The Director informs the student of the Committee's decision. Students allowed to receive aid for an additional semester will be considered to be in a *financial aid probation* status for the additional semester and must again meet the satisfactory progress requirements by the end of the additional semester or be placed back on *suspension*. The decision of the Financial Aid Committee is final. If an appeal is denied, students may submit another appeal, but only after enrolling in and receiving a passing grade in each attempted course in an additional semester.

**Exceptions to the appeal process:** The Financial Aid Director can waive the appeal process for students reaching the 90 or 45 credit hour limits, but having less than one academic year to complete their current (final) program of study. Students must be meeting all other standards of progress measurements and must contact the Director and request the waiver. The Director may decide to refer these students to the Financial Aid Appeals Committee for their review and decision.

Refer to the Financial Aid section of the College Catalog for other important information.