

Satisfactory Academic Progress Policy (SAP) Statement

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) towards the completion of eligible degree, diploma or certificate programs. This policy applies to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Student Loans (Subsidized, and Unsubsidized). In addition, the SAP policy applies to the North Carolina State Grant program as well.

SAP is reviewed at the end of each semester to determine financial aid eligibility for the next semester of enrollment. All hours previously attempted are considered in determining SAP; therefore a student's complete academic history is reviewed even if the student did not previously receive financial aid. Students who have never received financial aid will be placed on financial aid warning based on having a Cumulative GPA below a 2.0, or having completed less than 67% of the hours previously attempted. Students who have attempted more than 150 % of the hours required to complete their current active, academic program go into a Suspension status.

Transfer students are required to submit official transcripts from ALL previously attended colleges, regardless of whether or not they have received financial aid. Official transcripts must be submitted to the Edgecombe CC Office of Admission. Unofficial transcripts will not be accepted.

SAP Definitions:

Satisfactory: Student is eligible for financial aid if all other financial aid eligibility criteria are met.

Warning: Student remains eligible for financial aid; however, the student must meet the SAP requirements at the conclusion of the next term of enrollment. Failure to do so will result in the student being placed in a suspension status.

Probation: Student was suspended from financial aid, has submitted an appeal, and the appeal has been approved. The student is conditionally eligible for another semester of financial aid. Any specific conditions in addition to the student making SAP at the end of the probationary semester are noted in the probationary communication to the student. Failure to meet probationary requirements will result in the student being placed on Financial Aid Suspension once again.

Suspension: Student is not eligible to receive federal student aid or state grant assistance. The student must fund his education without the benefit of federal student aid or state grant assistance.

SAP Requirements: Students are encouraged to meet with an academic advisor to ensure they are meeting program requirements.

1. Qualitative Standard- Cumulative Grade Point Average:

A student must maintain a minimum cumulative grade point average (CGPA) of a 2.0. Grades for repeated courses are included in the GPA calculation for SAP. Grades received in remedial courses are included in the cumulative GPA calculation.

2. Quantitative Standard - Pace of Progression:

Students must complete a minimum of 67% of the hours they attempt at ECC as outlined in the chart below. Grades of **F, I, U, W, WF, AU, NS, IP, and R** do not count toward the minimum credit completion requirement. Students who fail or withdraw from a class may repeat the class and receive financial aid, if, they are considered to be making SAP. Students who passes a course (A, B, C, D) and wish to take it again may do so one time and receive financial aid to help pay for the class. If students take a previously “passed” class for the third time, they will be denied financial aid for that specific class. Remedial courses are counted in the pace of progression at ECC. It is important to minimize the number of times a student repeats a course so as not to be suspended for falling below a 67% pace of progression.

Below are **examples** of the minimum pace of progression necessary to maintain SAP:

Cumulative credit hours taken at ECC	Greater than 67% Pace of Progression
3 credit hours	2 or more credit hours
6 credit hours	4 or more credit hours
12 credit hours	8 or more credit hours
24 credit hours	16 or more credit hours
48 credit hours	32 or more credit hours
72 credit hours	48 or more credit hours
90 credit hours	60 or more credit hours

3. Maximum time frame for completion of a degree, diploma or certificate (150% Rule):

The maximum time frame for completion of an academic program is measured by the total number of credit hours a student has attempted at ECC plus all transferred hours accepted from other schools. Credit hours attempted at ECC, but not completed, are always counted per Federal Regulations; all credit hours are included regardless of whether or not financial aid was received during the time the credits were taken. Hours for repeated courses are always counted. The maximum number of credit hours cannot exceed 150% of the credit hours required for the academic program that the student is pursuing. **This is referred to as the 150% rule.** Once 150% of the credit hours are reached the students are suspended. Students should work with an academic advisor to ensure that they are on track to complete their academic programs. Students should avoid repeating courses if at all possible. Changing academic programs may require a student to take additional hours and exceed the 150% threshold; therefore, a student can appeal to the Financial Aid Office to make an allowance for the additional hours required to complete the new academic program.

Second Degrees, Certificates or Diplomas:

A student enrolled in a second (not concurrent) academic program is limited to receiving financial aid for the specific courses required to complete the second academic program as determined by an ECC Academic Advisor and documented by an official ECC Advisement Plan. Prior to meeting with an Academic Advisor students must submit ALL official academic transcripts from ALL previously attended institutions. Official transcripts from ALL previously attended post-secondary institutions (not high schools) must be submitted to the Office of Admission. A student seeking a second academic credential will be placed on “Restricted Hours”, which requires meeting with an academic advisor and submitting a new program form to the financial aid office. Students who have already acquired a Bachelor’s degree may be eligible for loans but will not qualify for North Carolina State Funding, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant (SEOG) per Federal Regulation. A student with a previous Bachelor’s Degree may receive financial aid at ECC for classes that are not repeats of the general education credits earned while completing the Bachelor’s Degree. Once students have been approved and they are receiving financial assistance related to the completion of the second degree they may not change degree plans in order to receive additional financial assistance. Students who do not follow the second degree plan will become ineligible for continued assistance unless there are mitigating circumstances. Students are allowed to receive federal student assistance while completing up to three academic programs at Edgecombe. By definition a program can be a “stand alone” program or one that allows for the completion of a Certificate, Diploma, and an Associate Degree all in one discipline.

Treatment of Remedial Courses:

As previously referenced remedial credit hours (classes numbered below 100) are counted towards a student’s 67% pace of progression. The courses also count relative to the 150% rule.

Retaking Coursework:

The regulatory definition for full-time enrollment status (for undergraduates) has been revised to allow a student to retake any previously passed course one time only. For this purpose, passed means any grade higher than an “F”. This retaken class may be counted towards a student’s enrollment status and the student may be awarded federal student aid for the enrollment status based on inclusion of the class. A student may be paid more than twice for repeatedly failing the same course (the SAP policy still applies to such cases). However, if a student passed a class once he can be paid again for retaking the class once. Regardless of the grade achieved the student may not be paid for retaking the class a third time.

Consortium Agreements and SAP:

If a student has an approved consortium agreement between ECC and another institution in which ECC is the home institution, credits earned at the host institution are evaluated once ECC receives an official transcript. A student who is attending ECC under a consortium agreement is responsible for having an official transcript sent to the home institution at the conclusion of the enrollment period.

Application of SAP Requirements:

Below are the criteria used by ECC to determine SAP status:

Your SAP Standing at the beginning of the semester	Your cumulative GPA at end of semester		Your cumulative Pace of Progression	Your SAP Status for the next semester
SATISFACTORY	2.0 or greater	AND	67% or greater	GOOD
SATISFACTORY	2.0 or greater	BUT	Less than 67%	WARNING
SATISFACTORY	Less than a 2.0	BUT	67% or greater	WARNING
WARNING	2.0 or greater	BUT	Less than 67%	Suspended
WARNING	Less than a 2.0	BUT	67% or greater	Suspended
PROBATION	2.0 or greater	BUT	Less than 67%	Suspended
PROBATION	Less than a 2.0	BUT	67% or greater	Suspended
<ul style="list-style-type: none">• Students who drop or withdraw from all courses for a semester, or receive any combination of F's, W's, WF's, I's, U's and R's are automatically placed on financial aid WARNING and may be required to return all or a portion of the financial aid they received.• Students who have reached the maximum number of credit hours allowed to complete an academic program (150% rule) are also placed in a suspension status. The maximum number of credit hours (150% rule) is evaluated on previous enrollment, even if the students did not receive financial aid for all hours attempted. Once 150% of the allowable credit hours are reached, the student becomes ineligible for additional financial assistance.• SAP is reviewed at the end of each semester to determine financial aid eligibility for the next semester of enrollment.				

Regaining Eligibility after Being Suspended:

Students who are suspended from financial aid may appeal their status. Students who do not appeal, but wish to continue at ECC do so at their own expense. Students must bring their cumulative GPA above 2.0 and/or complete successfully the number of hours required to achieve a minimum of 67% in order to re-gain financial aid eligibility. Students who have exceeded the

maximum number of credit hours (the 150% rule) must complete their academic programs without receiving additional financial assistance unless circumstances warrant an increase in the number of hours allowed.

SAP Appeals:

SAP appeal forms are available in the Office of Student Financial Aid, submitted with email as an attachment, and can be downloaded from the Financial Aid Homepage. Appeals are evaluated by the Financial Aid Office and notification of the decision is sent within 10 working days of the receipt of the appeal. The SAP appeal decision is sent electronically to the student's ECC email address or in writing to the address on file with ECC. The decision made by the financial aid office is final.

Students are expected to monitor their own SAP and consult with the Office of Student Financial Aid when there are questions or concerns. The office provides written or electronic notice to students when students are on financial aid warning or when they are suspended. It is imperative that students keep their mailing and email addresses updated with ECC and check their ECC student email on a regular basis.

SAP Website:

The Office of Student Financial Aid Satisfactory Academic Progress policy is on the Financial Aid page at <http://www.edgecombe.edu/student-support>. **The SAP information on the Financial Aid Homepage is typically the most up-to-date policy information available.** SAP policy, procedures, and appeal forms will be printed out for students upon request