



Financial Aid Office

Student Community Center – SCC 210

E-mail: finaid@ccm.edu

Satisfactory Academic Progress Regulation Summary

All state and Federal Financial Aid recipients are subject to a Satisfactory Academic Progress (SAP) evaluation at the end of each academic year. That evaluation will determine eligibility for financial aid in the next academic year.

As required by law, academic progress is examined progress requirements each year to determine a student’s eligibility for continued receipt of Financial Aid. In order to make “Satisfactory Academic Progress” a student must maintain a minimum **cumulative** grade point average and earn a minimum number of credits (percent) each academic year. Students, who do not meet these requirements academically, will be INELIGIBLE for financial aid.

1. You are in good academic standing, after having attempted the first (12) College-level credits, your Cumulative Grade Point Average (GPA) falls within the following categories:

Credits Attempted and Minimum GPA Required

Number of Credits Attempted	Minimum GPA Required
12-23	1.4
24-37	1.6
38-47	1.8
48+	2.0

REPEATS

Repeated courses and courses with “I”, “W” and “F” grades will be included in credits attempted, but not earned. Credits by examination will be counted as credits attempted earned. Grades received at other institutions or from prior programs at CCM will not used in computing the cumulative grade point average at CCM. Audited classes are included toward Satisfactory Academic Progress.

2. ****You are making Satisfactory Academic Progress (SAP)** if your total number of credits is at or above the following level as measured by a percentage of the credits attempted each academic year. Students are allowed to attempt up to 150% of their program to complete their degree.

Example: If your program requires 60 credits to graduate, you will have 90 credits in which to complete your program based on the number of credit hours attempted. Thus, you should be successfully completing at least 67% of your classes each year.

REVIEW OF RECORDS

The review of academic records takes place at the conclusion of the spring term for the following award year. The review covers your cumulative record including summer semesters. We understand that you may have a difficult semester and therefore do not review your record until the end of the spring term allowing you a full academic year to make academic progress.

AUDIT COURSES

There is no financial aid available for courses audited.

CREDITS TAKEN AT OTHER INSTITUTIONS

Credits transferred from another institution will be counted toward maximum time frame of completion and will be calculated as earned credits, but will not be calculated as part of your GPA.

CREDITS FROM PRIOR CCM PROGRAMS

Credits earned from a previous program at CCM that apply toward your current curriculum will be calculated toward maximum time frame of completion of your current curriculum and will be calculated as earned credits, but will not be calculated as part of your GPA.

DEVELOPMENTAL AND ESL COURSE WORK

Students taking developmental and **ESL course work are eligible for financial aid for up to 30 non-credit hours** as prescribed by the College. Non-credit courses that are successfully completed are included as attempted and earned. Non-credit courses not successfully completed will be included as attempted, but not earned.

Specific Developmental and ESL course work offerings at CCM are listed below:

DEVELOPMENTAL COURSE WORK

Writing Skills	ENG 025	(N3 Credits)
Foundation of Algebra	MAT 007	(N2 Credits)
Basic Mathematics I	MAT 011	(N3 Credits)
Basic Algebra I	MAT 014	(N3 Credits)
Intermediate Algebra	MAT 016	(N3 Credits)
Fundamental Mathematics	MAT 050	(N5 Credits)

ESL COURSE WORK

Level I

Reading I	ESL 010	(N4 Credits)
Writing I	ESL 017	(N8 Credits)
Beg. Conv. English	ESL 021	(N3 Credits)

Level II

Reading II	ESL 019	(N4 Credits)
Writing II	ESL 020	(N8 Credits)
Adv. Conv. English	ESL 022	(N3 Credits)

Level III

Writing III	ESL 033	(N6 Credits)
-------------	---------	--------------

APPEALS/REINSTATEMENTS

Those students, who have been notified of financial aid ineligibility due to not making academic progress, have a right to appeal for reinstatement of financial aid in cases of **unusual circumstances** (i.e., death in family, serious illness- medical statement, police report, etc.). A Satisfactory Academic Progress Review Committee will review appeals, which must be submitted in writing and accompanied by supporting documentation. Once your appeal has been reviewed, a response will be sent to you electronically (CCM student email).

PROBATION

All approved appeals are placed in a **probationary basis** for one term with continued eligibility contingent on the GPA received. During this period the student **MUST** register for no less than half-time and attain a passing grade of "C" or better. Failure to do so will result in the suspension of financial aid eligibility (loans included). ****Additionally, during the probation period the GPA will be monitored for continued financial aid eligibility.**