

SATISFACTORY ACADEMIC PROGRESS POLICY

Financial Aid Office

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Summary: Federal regulations require financial aid recipients to progress toward the completion of a degree or certificate program. ‘A periodic review of academic progress is also required by regulations to insure that minimum academic standards are being met for continued aid eligibility.’ Students receiving federal aid must meet with an academic advisor to establish an academic plan and must select appropriate courses that lead to the successful completion of their degree or certificate program. Qualitative and quantitative standards are used to judge a student’s academic progress. This evaluation must be cumulative and must include all periods of the student’s enrollment, even periods in which the student did not receive federal financial aid. So that transfer students are not given more time than other students in meeting satisfactory academic progress standards, credits completed at other institutions must also be counted in the total number of credit hours earned. In accordance with federal regulations, Yavapai College uses the cumulative grade point average as a qualitative measure. In addition, quantitative measures include the percent of credits completed and the maximum number of allowable credit hours required to complete a degree or certificate program.

Student Responsibilities: Recipients of federal funds have a responsibility to maintain the minimum standards of satisfactory academic progress as shown in the chart below. Failure to meet these standards will have consequences that may affect financial aid eligibility. Students are encouraged to speak with a Financial Aid Advisor regarding questions about this policy.

Minimum Standards of Satisfactory Academic Progress

Financial Aid Funding Level	Funding Level Credit Hour Requirements	Quantitative Measure		Qualitative Measure	
		Minimum Credit Hour Completion: 75% or more of funded credits		Minimum Required Cumulative Grade Point Average	
Full Time	12 + credits	9 + credits		2.0 cumulative GPA	
Three Quarters Time	9 – 11 credits	7 + credits		2.0 cumulative GPA	
Half Time	6 – 8 credits	5 + credits		2.0 cumulative GPA	
Less Than Half Time	3 – 5 credits	3 + credits		2.0 cumulative GPA	

Academic Progress Evaluation: Academic progress is evaluated at the end of each semester and students may fall into one of three statuses: Good Academic Standing, Probation, or Suspension. Each category is explained below.

Good Academic Standing: A student who begins a semester in good standing and meets the minimum standards of academic progress is eligible to continue receiving federal financial aid during their next enrollment period if they:

- Maintain a 2.0 cumulative grade point average on a 4.0 scale;
- Complete 75% of credit hours required for funding level by the end of the semester (see chart above);
Note: W (withdrawal), I (incomplete), E (enrichment), U (unsatisfactory), F (failure), Y (instructor or institutional withdrawal) and AU (audit) will not be considered toward the completion of the minimum credit hours to be earned in order to maintain satisfactory progress. Repeated courses will be treated according to the established policy in the Yavapai College General Catalog. IP (in-progress) grades will not be counted until a final grade has been posted.
- Complete the degree or certificate within a "reasonable time frame." A reasonable time frame is 150% of the total credit hours required to complete the degree/certificate program and includes credits completed at other postsecondary institutions. See Maximum Allowable Financial Aid Eligibility below for more details.

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Probation: A student may receive federal financial aid on a probationary basis during their next enrollment period if they:

- Began a semester in academic good standing, but failed to complete the minimum academic standards as stated above; *and*,
- Completed at least 50% of credits funded with a minimum 1.50 cumulative grade point average or better.

Students will be mailed a written notice outlining the conditions of their probationary period. In most cases, (will be deleted) Students will be required to complete 100% of their funded credit hours while maintaining a cumulative 2.0 grade point average. However, other probationary conditions may apply. Academic progress will be evaluated at the end of the enrollment period in which the student was placed on financial aid probation. Failure to meet the probationary requirements established within the timeframe allowed will result in suspension of federal aid eligibility.

Suspension: A student may be suspended from receiving federal financial aid if they:

- Began a semester in good standing and failed to meet the criteria for probation as described above; *or*,
- Began the semester with probation status and failed to meet their probationary requirements.

Students who fall into these two categories will be suspended from receiving federal financial aid until such time as good academic standing has been met unless a petition for extenuating circumstances is approved (see [Petition for Financial Aid Reinstatement](#) below for details). Students who are suspended from federal aid will not be eligible to receive additional funds until they complete a minimum of six credit hours during one semester using their own financial resources with a cumulative 2.0 grade point average. Students in this category will be required to petition to have their eligibility reinstated after they have attained good academic standing.

Petition for Financial Aid Reinstatement: Exceptions to the satisfactory academic progress requirements may be made for students who can document extenuating circumstances. Extenuating circumstances include personal illness or accident, serious illness or death within the family, necessary long-term absence from school or other circumstances beyond reasonable control of the student. Petition forms may be obtained on the website at www.yc.edu/financialaid and are evaluated on an individual basis. Students are encouraged to consult with a Financial Aid Advisor for assistance with the petitioning process. After their petition is reviewed written notice will be mailed to the student regarding financial aid probationary requirements, restrictions, or suspension.

Maximum Allowable Financial Aid Eligibility: A student is allowed to receive federal financial aid for up to 150% of the credit hours required to complete their degree or certificate program. The maximum number of allowable credit hours includes all credits completed at Yavapai College as well as credits completed at other postsecondary institutions regardless of whether aid was received or not.

A student who has accumulated over 150% of credit hours is not making satisfactory academic progress and will be subject to financial aid suspension. **Exception: Up to 22 credits hours of necessary remedial courses may be excluded from the maximum allowable credit hours for a degree or certificate program.** Remedial courses are those with course numbers below 100 level. Students with over 96 credits will be suspended as well as students who have already earned an Associate's or Bachelor's degree unless already approved under an existing academic plan.

Academic Plan: To prevent financial aid suspension, when a student earns 48 credits, 75% of a two-year academic program, the student will be responsible to:

- Discuss an **Academic Plan** with their Academic Advisor and
- Meet with their Academic Advisor each semester to complete a **Course Authorization Form**. Students will only receive financial aid for courses required for the completion of the identified certificate or degree..
- A student may appeal by completing a Maximum Timeframe Petition.

Appeal Procedures: Yavapai College has established an appeal procedure to ensure equitable treatment of all financial aid applicants and recipients. Students who wish to appeal a petition decision may request a hearing with the Financial Aid Policy Committee. Students will have the option of being in attendance. The Committee may uphold, reverse or modify the decision previously made by the Financial Aid Office. The decision of the Committee will be final and the student will be provided with written notice of the Committee's decision.