

Financial Aid Satisfactory Academic Progress Policy

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate in order to be eligible to receive Title IV, HEA funds.

Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Texas Educational Opportunity Grant, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, and Direct Parent PLUS Loan programs must meet **THREE** requirements to maintain their financial aid eligibility at Ranger College. Rules are applied uniformly to all students whether or not aid has been received previously.

First, students are required to maintain a minimum **cumulative** grade point average. **Second**, students are required to complete (pass) a certain percentage of hours they attempt. **Third**, students must complete their degree within a timely manner. These three requirements are summarized in the following charts. Failure to meet **ANY/ALL** of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on financial aid warning, probation, or suspension. **Satisfactory academic progress is reviewed at the end of each academic semester (Fall, Spring, and Summer) once grades have been posted.**

Requirement for maintaining Satisfactory Academic Progress:

To maintain SAP, a student must meet both Qualitative and Quantitative requirements:

Qualitative and Quantitative Requirements

I. GRADE POINT AVERAGE REQUIREMENT

Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid. A Grade Point Average of a 2.0 is equivalent to a "C" average.

The Minimum GPA Required for SAP is (based upon a 4.0 scale):

Attempted Credits	<u>15-20</u> or less	<u>16.00-29</u>	<u>30-21</u> or more
Minimum GPA	<u>1.5075</u>	<u>1.75</u>	2.00

Regardless of the number of attempted hours, a student who has attended four semesters must have a 2.00 GPA.

II. SATISFACTORY COMPLETION OF SEMESTER HOURS REQUIREMENT

Students must also successfully complete and pass sixty-seven percent (67.5%) of **all courses** they attempt even during periods in which you are not receiving financial aid (For example: a student who has attempted a total of 12 credit hours and only earns 9 credit hours 66.6% will be rounded to be ~~has completed~~ 75-67 percent of attempted credit hours). General rounding rules will apply in calculating the completion rate. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in this calculation, including final grades, incomplete courses, course withdrawals, course repetitions, noncredit remedial courses, and transfer credits. Grades of A, B, C, D, F, P, I, W, Q are all considered attempted hours. All transfer hours are included in this calculation. All F's, ~~P's, W's, and Q's~~ W's, Q's, and I's will affect your eligibility.

At the end of each semester, the Financial Aid Office will review all students attempted hours, completed hours, and cumulative GPA. This is what is used to determine SAP. Academic progress will be reviewed at the end of each semester to determine future eligibility. SAP will also be reviewed after the 12th day of class at the beginning of each year to determine if student is sufficiently working towards the completion of a degree in the 150% maximum allowable time frame.

Only classes a student is enrolled in after the 12th day of class will be considered. Ranger College may disburse a Pell grant, Loan, etc. to an eligible student **ONLY** after we determine that the student has met SAP for the payment

period. Students not meeting these requirements after one academic year will lose future aid eligibility. If a student fails to meet SAP, they will receive a letter from the financial aid office stating they have lost future eligibility.

Credits Attempted	1-6	7-8	9	12	15	30	45	60
Min. Credits Completed	all	6	7	9	12 11	23 21	34 31	45 41

III. MAXIMUM TIME FRAME FOR DEGREE COMPLETION

Students must complete their degree program within an allotted period to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. The Financial Aid Office recommends that students who have attempted 30 or more hours have a degree check completed and an Academic Advisor to ensure they are taking the courses necessary for their degree. For financial aid purposes grades of A, B, C, D, F, P, ~~I, W, and Q~~, W, Q, and I are all considered attempted hours and will be counted towards maximum time frame. Remedial/Developmental classes will not be counted towards the 150% maximum allowable timeframe, and will be considered in the review of SAP. Once students reach their maximum period for their specified degree, they are no longer eligible for federal student aid.

For transfer students: The number of transfer hours accepted at the point of admission will be used to calculate the student's remaining eligibility under the 150 percent rule and will be included in the quantitative calculation.

Developmental classes: Developmental classes do not count toward the one hundred fifty (150%) percent maximum time frame.

For ~~second-degree~~second-degree students: Second-degree students will be given 150 percent of stated credit hours required for the second-degree program.

Withdrawal: A "W" grade which is recorded on the student's transcript will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from Ranger College must make up the deficit hours and are encouraged to attend summer school to remove the deficient hours. The successful completion of a course is defined as receiving one of the following grades: A, B, C or D. Courses with grades of F, I, W, and Q will not qualify in meeting the minimum standard.

Incomplete (I) grade: An incomplete grade indicates that a student has not finished all course-work required for a grade and is included in the cumulative credits attempted. An incomplete will count toward maximum attempted hours but not as hours passed until a final grade is posted in the Registrar's Office.

Repeated courses: A student who has received a failing grade in a course may repeat the course and receive financial aid. Students may only receive federal financial aid for one repetition (repeat) of a previously passed course. Students who have already passed a course with a grade of D or better may only repeat the class one additional time and receive financial aid for that course. All repeated courses are included in the total maximum attempted hours for SAP evaluation.

Change of Major: A student may change from one major to another during attendance at Ranger College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the coursework within the time frame or hour limitation stated unless an appeal is approved. All attempted hours from a prior major are included in the total maximum attempted hours.

Audited courses: Courses audited are not eligible for financial aid and are not counted as attempted or earned hours.

Consequences of failing to maintain Satisfactory Academic Progress

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation.

Title IV, HEA Financial Aid Warning and Suspension

Title IV, HEA Financial Aid WARNING occurs the first time when a student fails to meet SAP within one semester.

Students who fail to meet minimum requirements at the end of a semester will be placed on a ***Financial Aid Warning the first time***. Any student on **Financial Aid Warning** may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that semester if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility. Students who are placed on *Financial Aid Suspension* have the option to appeal the loss of Title IV funding. At the end of the semester, students are notified of financial aid suspension and have the option to submit a typed ~~or printed-written~~ letter of appeal along with all supporting documentation to the Office of Financial Aid Appeals Committee **by the established deadline** (see Appeals Procedures).

SUSPENSION will occur if a student fails to meet any of the SAP requirements and cannot reestablish SAP within one semester. Suspension also occurs if a student fails to meet the terms of his or her **Financial Aid Probation** and/or academic plan. Students cannot receive funds from the aid programs listed above while suspended. (SEE APPEAL Procedures).

Student's placed on Financial Aid Suspension, will lose all Title IV, HEA funding and will be required to meet specific criteria of an Academic Plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period (semester) the student will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment should be completed on or before the first day of the semester.

Title IV, HEA Appeal Procedures OF SUSPENSION

A student who losses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

A student who wishes to appeal his or her **Financial Aid Suspension** and loss of Title IV, HEA eligibility, and has extenuating circumstances may appeal a financial aid suspension, by submitting a typed appeal to the Financial Aid Office. Appeals must explain **in detail** why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved.

Examples of extenuating circumstances include:

- illness
- medical issues with immediate family members
- or a death in the family

Examples of extenuating circumstances not considered:

- financial issues with family, friends, or roommates

- ~~financial issues with family, friends, or roommates~~ Immaturity

A student's typed appeal should include:

1. The reason(s) why the student failed to meet Satisfactory Academic Progress.
- ~~2.~~ Supporting documentation that may be pertinent to the student's appeal.
- ~~3.~~ An academic plan for success. (Details will be outlined in student's suspension letter)

Note: Only one appeal will be allowed. (Additional appeals may be accepted on a case-by-case basis if there are extenuating circumstances during the Probation Period.)

LATE APPEALS WILL NOT BE REVIEWED. The committee will review the appeal and supporting documentation to determine if the student's financial aid should be reinstated or remain in suspension.

1. **Appeal Denial:** All decisions that are rendered by the Financial Aid Appeals Committee will be **final** and not subject to further review. As student will remain on **Financial Aid Suspension** until he/she is back in good standing.
2. **Appeal Approval:** If the SAP appeal committee determines the student eligible for reinstatement of financial aid, he/she will be mailed an agreement to sign showing that they agree with the required hours and GPA to be completed to regain SAP. Once the signed agreement has been returned to the financial aid office the student will be considered for aid available at the time of reinstatement and will be placed on **Financial Aid Probation**.

Financial Aid PROBATION

During the **Financial Aid Probation** period, the student will be **required** to sign a financial aid agreement that outlines the student's academic plan with his/her financial aid counselor before federal aid is reinstated for the semester. Upon completion of the financial aid agreement, the student will be required to meet all stipulations within the agreement. **Failure to do so will result in suspension of financial aid until student is back in good standing.**

Any student that prevails upon the appeal process shall be placed on **Financial Aid Probation** and will be eligible to receive Title IV, HEA during the semester specified in their agreement. A student placed on **Financial Aid Probation** may receive Title IV, HEA program funds for that semester. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards by the end of the semester.

Students placed on Financial Aid Probation with an academic plan must complete the requirements of the Academic Improvement Plan by the end of the semester. The Academic Improvement Plan is developed by the institution to assist the student in regaining their Title IV, HEA eligibility ~~in Eligibility~~ by regaining SAP. The student's agreement will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

NOTE: If the student does not enroll for the semester of financial aid probation, the approval stands for the following semester. A Student can be placed on Financial Aid Probation for one semester only.

A student who fails to complete a single course or has a complete withdrawal from Ranger College after receiving financial aid may be automatically placed on suspension.

STUDENT RESPONSIBILITY

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Financial Aid Office of at ~~(918) 463-6310~~ (254) 267-7008.

Please note: Financial Aid Probation and Suspension are separate from ACADEMIC probation and suspension.

Appeal Procedures

Students who fail to meet the Satisfactory Academic Progress may appeal the suspension of their student financial aid. Letters of appeal should be based on a mitigating circumstance that negatively impacted the student's ability to meet the minimum required standards.

Examples of such circumstance may include, but are not limited to:

- Death or prolonged illness of an immediate family member
- Medical illness by the student that created undue hardship
- Natural disasters beyond the control of the student or other personal or family matters/situations that may have negatively impacted the students' ability to meet the minimum required standards.
- If applicable, documentation that supports any retroactive changes that may have occurred.

Examples of circumstances that may not be used for consideration, but are not limited to:

- Personal issues with family, friends, or roommates
- Financial issues with family, friends, or roommates

Steps in the APPEAL PROCESS:

1. Students must complete a SAP Appeal form to the Ranger College Financial Aid Office and include the following in order to be considered for an appeal review:
 - SAP Appeal Form
 - A typed statement of circumstance of why satisfactory academic progress was not met. This statement MUST include specific information that outlines reasons for not making SAP and steps you will take to improve from the prior semester.
 - Supporting documentation (proof of grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.)
2. After the committee review, the student will be notified by mail and College email of the appeal decision.
3. Retroactive Change: If errors are made within the grading process and the student is eligible for a grade change that affects satisfactory academic progress, the Financial Aid Office will allow restoration of federal aid. Students will be allowed one semester of federal aid while grade change process occurs provided a letter from the department head or dean certifying that a grade change has been submitted or approved.