

## **Satisfactory Academic Progress**

**BEFORE you make a decision on withdrawing, consider the following:** Financial aid is awarded to you under the assumption that you will attend classes for the entire semester for which the assistance is awarded. If you totally withdraw from classes prior to the end of the semester, you may no longer be eligible for the full amount of funds that you were originally scheduled to receive. You may also be required to repay the government and/or college. You will also be reported to a national database and lose eligibility at all colleges until the debt is repaid. The best advice is to “**Stay in School.**”

All students including Financial Aid students are held to Academic Standards Policy 3004.

The Financial Aid Office assists students in obtaining their academic goals and ensures that compliance standards are applied in a consistent and fair manner. We work closely with academic counselors to assist students in meeting the requirements of satisfactory progress. We encourage students who are having problems meeting the academic or attendance standards to notify the Financial Aid Office.

The Department of Education requires that all students receiving aid from federal financial aid programs maintain satisfactory progress. This should not be confused with the Cochise College academic progress or the requirements for other scholarship and grant programs. Satisfactory progress will be monitored for all financial aid recipients at the end of the fall, spring, and summer terms. No aid will be disbursed for the following term until this progress evaluation is complete. Students who do not meet the progress standards will be notified by email to the student's Cochise College email account and given an opportunity to submit an appeal.

All Financial Aid credit calculations are based on **attempted** credit hours, not passed credit hours.

**GPA Standards (Qualitative):** Students must maintain a “C” 2.0 cumulative grade point average or maintain a passing status in their chosen program; for example, nursing students must always have a “B” 3.0 GPA to continue in the nursing program.

**Credit Hour Completed Standards (Quantitative):** Minimum number of credit hours per academic term: To maintain progress, financial aid recipients must complete at least 67 percent of the academic units they are registered for after the last day to drop/add. Students who receive a student loan are required to maintain half-time status. It is the responsibility of the student to notify the Financial Aid Office if the half-time status is not maintained. Subsequent loan disbursements will be canceled. Lenders are regularly notified of any change in enrollment. The following grade codes do not count toward the minimum credit hours requirement:

- **W** (withdrawal)
- **AU** (Audit)

Students are eligible to receive financial aid to cover failed courses that are required for their degree or certificate program. In those cases where a department has established a grade requirement for successful completion of a course or courses, and a grade other than F is considered failing, students will be allowed to retake the course and receive financial aid. Financial aid will only pay for one retake of courses previously passed.

**Incomplete:** If you, for good reason, are unable to complete all the work necessary in a course, your instructor may agree to assign you an incomplete rather than a failing grade. This requires a contract that stipulates the work you are to complete in order to receive a certain grade. The granting of incomplete grades is entirely at the discretion of the instructor. If the work is not completed in one semester, the incomplete grade reverts to an F. A copy of the incomplete grade contract must be turned in to Financial Aid.

**Maximum number of credit hours:** The total number of credit hours a student earns measures the maximum time frame for completion of a degree or certificate. This includes transfer hours accepted for the degree or certificate. The maximum number of credit hours equals the required credits for the degree or certificate times 150 percent. Once a student reaches the maximum credits allowed for the degree or certificate, aid eligibility ends.

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<b>Program</b>	<b>Needed Credits</b>	<b>Maximum Attempted Credits</b>
Associate Degrees	64	96
Aviation Maintenance Technology	87	130
Avionics	68	102
Professional Pilot	80	120
Certificates	24	36

Up to a maximum of 30 credit hours of remedial classes may be included in the total credit hours. Students taking ESL classes exclusively to prepare to enter degree programs are eligible for the Pell Grant only.

Students who reach 96 credit hours (even if enrolled in another degree program) will be required to submit a **Maximum Credit/Transfer Credit Appeal form**. Restricted enrollment letters are obtained by making an appointment with an academic counselor. To have an additional degree or certificate programs approved for financial aid, the student must submit a written justification for needing the program. These requests will be submitted to the Financial Aid Committee for consideration.

### **Waiver of Advice:**

Waivers of advice are not always accepted by Financial Aid.

Signing a waiver of advice could have an effect on your financial aid eligibility. Any signed waiver of advice must be submitted to the financial aid department for review.

Waivers of advice must be included in the Maximum Credit packet that the student is sending to Financial Aid.

**Failure to Maintain Satisfactory Progress:** Students who fail to meet the 2.0 CGPA must use their own financial resources until a 2.0 CGPA has been attained or an appeal or probationary term has been approved. Transfer grades are not calculated into the GPA. Students who fail to complete the required minimum number of credit hours for which they were funded will be required to make up the deficient hours without financial aid or have an approved appeal and probationary term. Once a student has raised their CGPA or made up the required units, the student must submit an academic progress appeal in order to reinstate aid eligibility. This appeal alerts the Financial Aid Office that the student has completed all the requirements needed to regain eligibility.

**Right to Appeal:** Students who experience extenuating or mitigating circumstances, beyond their control, during the term are encouraged to file a **satisfactory progress appeal form**. An appeal form with supporting documentation must be submitted to the Financial Aid Office. Mitigating and extenuating circumstances may include the illness of student or family, a death in the family, or a serious personal problem. A letter from an attending physician, counselor, or hospital record; copy of a death certificate; divorce or separation papers; court documents, and police records are examples of acceptable documentation. If the appeal for Satisfactory progress is denied, students must use their own financial resources until a 2.0 CGPA has been attained. Once a student has raised their CGPA or made up the required units, the student must submit an academic progress appeal in order to reinstate aid eligibility. This appeal alerts the Financial Aid Office that the student has completed all the requirements needed to regain eligibility.

All students with a GPA below 2.0 will be encouraged to meet with an academic counselor. The counselor may require the student to meet certain requirements (attend the math or English laboratory, meet regularly with a counselor, etc.) in order to assist the student in regaining an eligible GPA.

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No more than one probationary period will be granted. Students granted a probationary period will have conditions attached that must be met. Some of the conditions might be to complete all paid units in the subsequent term, to raise GPA to 2.0, to meet with an academic counselor for evaluation of progress, or to reduce enrollment in the next term if completing units is a chronic problem.

Once a student has been suspended from financial aid they must either use their own resources until a 2.0 CGPA is reached or until they have satisfactorily completed a minimum of six credit hours in one term before applying for reinstatement of aid eligibility using the Satisfactory Appeal form. No additional probationary terms will be approved once a student has been suspended. The student must then meet all progress requirements for subsequent terms to retain financial aid eligibility.