

Satisfactory Academic Progress for Federal Title IV Aid Programs

(Grants, Loans, Work-Study)

Satisfactory Academic Progress (SAP) is the process used to determine if a student is making acceptable progress toward a degree or certificate. At the end of each academic year (each semester for Certificate programs), a review of a student's progress is conducted. A student's failure to meet any of the three Satisfactory Academic Progress standards may result in loss of federal aid eligibility.

Satisfactory Academic Progress Components:

1. Cumulative Grade Point Average (GPA) - Qualitative Component:

- Students must maintain certain Grade Point Average requirements in order to retain federal financial aid eligibility.
- All students, whether attending full-time or part-time, must have a 2.0 GPA by the end of the second year.

| Cumulative Attempted Credit Hours | Cumulative GRADE POINT AVERAGE |
|-----------------------------------|--------------------------------|
| 9 – 24 | 1.5 |
| 25 – 47 | 1.75 |
| 48 – 96 | 2.0 |

2. Pace Attempted Credit hours – Quantitative Component:

- Students must complete with a passing grade at least two-thirds (66%) of all cumulative attempted credit hours.
- The following designations are considered attempted credit hours but are not considered to be successfully completed: F, W, I.

c. Transfer credit hours posted to the official transcript are counted as both attempted and completed courses. All courses removed through an academic amnesty process (Fresh Start) will be counted as attempted credit hours.

3. Maximum Time Frame:

Whether full-time or part-time, students may attempt a maximum of 150% of the required credit hours while pursuing an Associate Degree or Certificate program. The calculation is based on the published required number of credit hours for the program, as it appears in the College Catalog.

For example: if the program requires 60 credit hours to complete, the student may attempt 90 hours in this program. When the student's attempted hours are equal to or exceed 150% of the published length of the student's current program, the student is no longer eligible for Federal Title IV financial aid.

SAP includes all semesters that a student has attended ECC, whether or not Title IV aid was received and regardless of when the courses were taken.

Associate Degree

| Degree Credits Attempted | PACE | Cumulative GPA |
|--------------------------|------|----------------|
| 9 – 24 | 66% | 1.5 |
| 25 – 47 | 66% | 1.75 |
| 48 – 96 | 67% | 2.0 |

SAP will be evaluated once per year, at the end of the Spring semester, for Associate Degree Programs.

Certificate Program

| Degree Credits Attempted | PACE | Cumulative GPA |
|--------------------------|------|----------------|
| 9 – 24 | 66% | 1.5 |
| 25 – 47 | 67% | 2.0 |

SAP will be evaluated twice per year, at the completion of the Fall semester and the Spring semester, for Certificate Programs.

Incomplete Grades (I): Incomplete grades in any class will always be counted as attempted credits; however, they will not be counted toward completed credit hours. When the incomplete is changed to a letter grade, it will be counted toward completed hours. The student is responsible to notify the Financial Aid Office of the incomplete grade change and to request a re-evaluation of Title IV eligibility.

Repeat Courses

Students can receive payment for one retake of any previously passed course. A student may repeat a failed course until passed.

Academic Amnesty/Renewal (Fresh Start)

The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. A school must always include all courses, whenever taken, in evaluating a student's satisfactory academic progress.

Readmission to the college after an absence does not automatically mean reinstatement of aid eligibility.

Completed program, no degree

A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further federal student aid for that program.

Remedial Courses

A maximum of 30 hours of remedial/college courses will be used to determine eligibility for financial aid. After a student has attempted 30 hours of remedial/college courses, student cannot receive federal financial aid for remedial/college hours.

Remedial coursework is not counted toward Pace or GPA.

Noncompliance

Students who fail to meet the requirements are no longer eligible for Title IV aid and will be notified in writing.

Appeals Process for Mitigating Circumstances

Students can appeal the loss of federal aid eligibility if extraordinary circumstances (events beyond student's control) existed. Mitigating/extraordinary circumstances include death of a close relative of the student; injury or illness of the student, student's spouse, student's parents or student's children; and other special circumstances. **Students may appeal only once.**

If the appeal is approved, the student will be placed on Financial Aid Probation. At the end of the probationary period the student must meet SAP or comply with the Academic Plan requirements.

If the student does not meet SAP or fails to meet the Academic Plan requirements after the probationary period, student will be ineligible for federal financial aid until students meets SAP.

Reestablishing aid eligibility

A student regains eligibility for federal financial aid by taking action that brings him into compliance with SAP criteria.

Academic Plan Requirements

Students in a probationary semester may be considered for an Academic Plan if the following requirements are met:

- a. Student successfully completes all courses in the probationary semester.
- b. Probationary semester GPA is at least a 2.0.

Students placed on an Academic Plan must meet these requirements each semester until they are back in compliance with SAP standards. Failure to do so will result in loss of Federal Title IV aid at ECC.

Offices of Financial Aid

City Campus

121 Ellicott Street
Room O150

Buffalo, NY 14203

(716) 851-1177 ▪ Fax (716) 270-2682

North Campus

6205 Main Street
Room S-201

Williamsville, NY 14221

(716) 851-1477 ▪ Fax (716) 270-2856

South Campus

S4041 Southwestern Blvd.

Room 5206

Orchard Park, NY 14127

(716) 851-1677 ▪ Fax (716) 270-4421



Requirements for

Federal Title IV

Financial Aid Programs

Rev. 4/2015

Satisfactory Academic Progress