



SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Student's Name _____ Phone _____
Email address _____ CCCC ID # _____

Complete the information below if you wish to appeal the financial aid satisfactory academic progress policy. Return this form to the Financial Aid Office as soon as possible. Allow up to two weeks for a reply.

1. Please check below the reason(s) why you are appealing the satisfactory academic progress policy:

- College academic standing is Probation1 or Probation 2 status.
- College academic standing was Dismissed. [Note: You must first be reinstated to the College.]
- Did not complete 67% of attempted credits.
- Taking longer than 150% of required time to complete program.
- More than one full semester Withdrawal from the College.
- Earning a second degree or a certificate after an Associates.
- Earning more than two credentials at the College.

2. Appeals will be considered based on the reasons below. Check the reason(s) that apply to your situation. Whenever possible, **attach documentation verifying your situation**. Having one of the conditions does not automatically result in an appeal approval.

- Prolonged illness, serious accident, or death involving student or close family member.
- Learning disabilities documented with the College's O'Neill Center for Disability Services.
- Recall to active military duty.
- Other extraordinary, unanticipated circumstances.

3. Attach a detailed explanation that includes all of the following:

- Explain why you did not meet the satisfactory academic progress requirements
- Explain what has changed to ensure you will regain satisfactory progress.
- Focus on the **extraordinary circumstances** that prevented you from making satisfactory progress.
- You, the student, must write and sign the appeal.
- Be thoughtful and complete. You are requesting an exception to a federal regulation in order to receive a significant amount of funding.

The information on this appeal form and its attachment(s) is complete and true. I understand that I am responsible for paying any tuition and fees due to the College until my appeal has been reviewed.

Student Signature

Date

Return this form to:

Cape Cod Community College Financial Aid Office
2240 Iyannough Road, West Barnstable, MA 02668-1599.
Phone: (774) 330-4393. Fax: (508) 375-4026.
Email: finaid@capecod.edu

Full policy can be viewed online at www.capecod.edu

Cape Cod Community College maintains and promotes a policy of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin. For more information see the College Policy on Affirmative Action, Equal Opportunity and Diversity.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

INTRODUCTION

Financial aid regulations require that you make satisfactory academic progress toward completing a degree or certificate. For example, you must maintain a minimum grade point average and you must pass at least two-thirds of your courses each semester. This policy sheet describes the guidelines in detail. It also provides you with information on how to appeal the policy.

Due to federal regulations, the Cape Cod Community College satisfactory academic progress policy for financial aid recipients is stricter than the College's academic standing policy. The College's academic standing is based on cumulative grade point average. The financial aid policy includes all elements required by federal regulation: cumulative grade point average, course completion, and progression to complete the credential.

WHEN IS SATISFACTORY PROGRESS (SAP) DETERMINED

We must review your status at least once per academic year before issuing your financial aid.

Before we provide you with awards each academic year, we will review your progress. If you are enrolled in the spring semester and we tentatively award your upcoming fall semester financial aid, we will complete the satisfactory academic progress review after spring grades are issued.

If you are making unsatisfactory progress and receive approval on an appeal, your financial aid will be reviewed at the end of each semester until you are meeting all satisfactory academic progress.

You must meet all of the guidelines below in order to receive financial aid. This applies even if you did not receive financial aid in the past. If you have any questions about this policy, please contact the Financial Aid Office.

If you are not meeting satisfactory academic progress, you will receive written notification by mail indicating the reason(s) you are not making progress, this academic policy, and an appeal form to guide you in responding.

MINIMUM GRADE POINT AVERAGE

1. If you are enrolling in your first semester at the College, you will not yet have a grade point average. You will be considered to be meeting the academic progress guidelines.
2. Financial aid regulations require that you maintain a cumulative 2.0 grade point average, or meet the minimum graduated scale established at the College. If the College places your academic standing on "**Academic Probation**" or "**Academic Dismissal**" you will not be making satisfactory academic progress for financial aid purposes. Probation is a term specific to the College's academic standing and does not refer to financial aid status. It is based on your cumulative grade point average defined in the College catalog. Below are the general guidelines for Academic Standing:

Hours toward GPA*	Good Standing CGPA	Academic Review	Probation CGPA
9-15 credits	2.0	1.50-1.99	Below 1.50
16-24 credits	2.0	1.75-1.99	Below 1.75
25+ credits	2.0	N/A	Below 2.00

*Hours toward GPA (HGPA) are all letter grades (A through F) with the exception of developmental courses.

MAXIMUM TIME TO EARN A DEGREE OR CERTIFICATE (150% Limit)

1. You must receive passing grades in at least two-thirds (**67%**) of your "attempted credits" while at CCCC.
 - **Attempted credits:** All courses that appear on your registration record at the end of the College's "drop period." The drop period usually ends with the 1st week of classes. This includes all credits previously attempted at Cape Cod Community College regardless of the year attended.
 - The following grades are treated as attempted credits, but are not considered passing: F (failing), ABS (absent), W (withdrawn), R (repeat), I (incomplete), AU (audit).

- Example 1: You have just finished your first year. In the fall, you attempted 12 credits and earned passing grades in 6. In the spring, you attempted 12 and completed 12. Overall you have attempted 24 credits and earned 18 (or 75%). You are making satisfactory academic progress.
 - Example 2: In the past 4 semesters and summer sessions, you have attempted 48 credits. You have withdrawn from or audited several courses. You earned passing grades in 24 credits (or 50%). You are not making satisfactory academic progress.
2. You may take one full Withdrawal from the College. For Medical Withdrawals, you must complete the process with the Dean of Enrollment Management and Advising Services. The College does not provide Leave of Absence. The attempted credits from the first full withdrawal will not be counted in the overall 67% or 150% calculations.
 3. You must earn your degree or certificate within a reasonable amount of time. Federal regulations allow you up to 150% of the required time in order to earn your degree. If you cannot complete your degree within 150%, you will not be eligible for financial aid. Since CCCC students often fluctuate between full-time and part-time status, we will measure your time to earn a degree in “attempted credits” rather than in semesters or years.
 - **Attempted credits:** *All* courses that appear on your registration record. This includes transfer credits, non-graduation credits, repeated classes, audits, and courses that did not receive passing grades (see #1 above).
 - Changed your program of study: we still consider all of the courses you have taken in the past as attempted credits.
 - Example 1: If your program of study is an Associate in Arts, you must complete your degree within 90 attempted credits.
 - Example 2: If your program of study is an Associate of Science, we will calculate the 150% point for your program. For example, the Nursing program requires 66 credits. $66 \times 150\%$ is 99. You would be required to earn a Nursing degree within 99 attempted credits.
 - Example 3: If your program of study is a certificate, we will calculate the 150% point for your program. For example, the Paralegal certificate requires 24 credits. $24 \times 150\%$ is 36. You would be required to earn the Paralegal certificate within 36 attempted credits.

MULTIPLE DEGREES OR CERTIFICATES FROM CCCC

The intention of financial aid is that you will earn one certificate or degree from an institution, and then transfer. However, since we offer a variety of certificates and degrees, the following policy will apply if you plan to earn more than one credential at CCCC. Exceptions are available for stackable programs such as certificates within a degree.

1. Your financial aid eligibility will be limited to a maximum of two credentials at Cape Cod Community College. A credential is a degree or a certificate. Exceptions to this policy will be made on an appeal basis.
2. If you have previously earned an Associates degree from CCCC, you must meet the following conditions to receive financial aid for another credential:
 - You must apply for acceptance into the degree or certificate program (this is “matriculation”).
 - After a full, 15-week semester without financial aid, you can then apply to receive assistance for future terms. You are not required to be in school during the 15-week semester, but you may take classes without financial aid if you wish.
 - The Financial Aid Office will request a degree audit on your program of study. You will receive financial assistance **only** for courses required to earn the second credential.

ADDITIONAL NOTES

Grades: **F** (failing), **Z** or **ABS** (teacher dropped for attendance issues), **R** (repeat required), **AU** (audit), **I** (incomplete), and **NS** (never attended) -- none of these grades are satisfactory completion.

Repeating Courses: Repeated courses will count towards overall attempted credits for determining the 67% completion rate and ability to complete the credential within 150% time limit. Financial aid is available to repeat a passed course for a new grade only once.

Incomplete Courses: The College policy requires incomplete grades be completed before the end of the following semester. Incomplete that are not finished will receive a failing (F) grade.

Developmental (remedial) Courses: Remedial courses will be counted as attempted credits and considered in the 67% and 150% calculations. The courses do not apply toward the cumulative GPA. If a student is unable to complete the credential within the 150% limit due to developmental credits, an extension of the time limit may be considered. In such cases, only the credits associated with the first attempt at the class will be considered.

English as a Second Language (ESL) Courses: ESL classes that do not receive college credit toward a degree will not be eligible for financial aid. ESL classes with college credit will be counted toward overall attempted credits for determining the 67% completion and the 150% time limit.

APPEALING UNSATISFACTORY ACADEMIC PROGRESS

1. You have the right to appeal any denial of aid.
 - Appeals must be submitted to the Financial Aid Office in writing and signed.
 - We do not accept appeals by telephone or appointment.
 - Students appealing should consider that they are requesting an exception to federal regulations in order to receive a significant amount of funding. It should be thoughtful, well prepared, and documented if possible.
 - Students are responsible for full payment of tuition and fees while awaiting a response on their appeal.
2. The Financial Aid Director will review your appeal. Appeals are usually approved for the following reasons:
 - Prolonged illness of the student, or of an individual directly under the student's care.
 - Death of a close family member.
 - Learning disabilities documented in the O'Neill Center for Disability Services.
 - Recall to active military duty.
 - Extraordinary, unanticipated circumstances beyond the student's control
 - The student is able to regain satisfactory academic progress within one semester and has met with an academic advisor to confirm this possibility.
3. The College's Financial Aid Office does not use the terms warning or probation for academic progress eligibility. The College's probation status for GPA academic standing is only a partial determination of the financial aid policy. The Financial Aid Office will refer to your status as satisfactory progress, unsatisfactory progress, or appeal approved.
4. The Fresh Start Option offered by the College does not resolve satisfactory academic progress. It allows students who have been away one full academic year to have a Fresh Start on the cumulative grade point average. Financial aid regulations do not allow for Fresh Start. Students must follow appeal procedures.
5. **If your appeal is approved**, you will usually receive one additional semester of financial aid eligibility. In most cases, you will receive written conditions for maintaining your status. As an example, students with appeal approvals may be required to satisfactorily complete all attempted credits in the upcoming semester to continue receiving aid.
6. **If your appeal is denied**, you may request a second review by the Financial Aid and Scholarship committee. The committee begins meeting in September for the fall semester and in February for the spring semester. You must submit this request in writing along with an additional explanation and /or documentation to support your request. The committee cannot approve an appeal unless it meets federal student aid regulations.

Students with unsatisfactory progress may continue their studies at CCCC without financial aid. If you regain satisfactory status and meet all of the satisfactory academic progress requirements, you may once again apply for financial assistance.

Academic advisors and faculty may assist you with developing academic plans to regain satisfactory progress.

Any questions regarding satisfactory academic progress should be addressed to the College's Financial Aid Office.