

POLICIES AND PROCEDURES

Satisfactory Progress as the Basis for
Subject: Continued Federal and State Financial Aid Reference: G-X-a
Source: Vice President, Instruction Eff. Date: May 14, 2007
Approval Auth.: President Approved: _____
Remarks: Replaces previous policy dated November 28, 2001.

Date: April 19, 2007

McLennan Community College is required to establish "satisfactory academic progress" standards for all federal and state financial aid recipients in accordance with the U. S. Department of Education regulations [34 CFR 668.32(f); 34 CFR 668.34; 34 CFR668.16(e) and 34 CFR 668.42(c).] These standards ensure that only recipients demonstrating satisfactory progress toward the completion of their educational program will continue to receive financial aid.

All recipients of financial aid must be enrolled in a program of study leading to an associate degree, an MCC certificate, or a program that is transferable toward a baccalaureate degree.

Grades of A, B, C, D, and CR are considered hours attempted and successfully completed (earned).

Grades of F, NC (non-completion), I (incomplete), and W (withdrawals and drops) are counted as hours attempted but not successfully completed (unearned).

Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above.

All college level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

Course work attempted and grades earned in semesters forgiven through the State of Texas "Academic Fresh Start" program will be included in the hours attempted, hours earned or unearned, and cumulative grade point average for calculating satisfactory academic progress under this policy.

Students with an active associate degree program and an active certificate program shall be considered to be in the associate degree program for the purposes of this policy.

NOTE: There is a limit of 30 semester hours of remedial course work

for any individual student. Remedial hours attempted beyond this 30 hour limit will not be included in course load for financial aid payment purposes.

SATISFACTORY PROGRESS CRITERIA

Grade Point Average

Students receiving financial aid must maintain a 2.0 cumulative grade point average on all college level credit hours attempted at MCC in order to remain eligible for financial aid.

Completion Rate

Students receiving financial aid must complete 67% of all hours attempted at MCC regardless of whether financial aid was received for the hours.

Maximum Time Frame

Associate Degree Programs

Students in an associate degree program may receive federal or state financial aid during their first ninety-three (93) attempted semester hours of course work in their program. This includes all transfer credit hours and excludes developmental/remedial course work. Students who have attempted less than 93 semester hours of course work at the beginning of a given semester may receive an award for that semester. Students who have attempted 93 or more semester hours of course work will be suspended from receiving financial aid regardless of their cumulative grade point average. For degree programs requiring more than 62 semester hours, this timeframe may be increased.

Certificate Programs

Students in a certificate program may receive federal or state financial aid during their first fifty-one (51) attempted semester hours of course work in their program. This includes all transfer credit hours and excludes developmental/ remedial course work. Students who have attempted less than 51 semester hours of course work at the beginning of a given semester may receive an award for that semester. Students who have attempted 51 or more semester hours of course work will be suspended from receiving financial aid regardless of their cumulative grade point average. For certificate programs requiring more than 34 semester hours, this timeframe may be increased.

Failure to Complete in Maximum Time Frame

At the point that it becomes mathematically impossible for the student to complete their program within the timeframe (150% of degree requirements), the student will be suspended immediately and will no longer be eligible for financial aid for that program. Additionally, there is no appeal for suspension under this section.

Evaluation Time Frame

Associate Degree Students

Satisfactory progress will be measured one time per year, at the end of the spring semester. The evaluation will be made regardless of the number of semesters attended or the number of hours attempted during the year.

Certificate Students

Satisfactory progress will be measured three times per year, at the end of each semester, fall, spring and summer. The evaluation will be made regardless of the number of hours attempted during the semester.

EVALUATION OUTCOMES

Financial Aid Probation

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. While on probation, the student will continue to receive financial aid for which they have qualified. The probationary period for certificate students is one semester and for associate degree students is one year.

Financial Aid Suspension

If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid. Students placed on financial aid suspension, although they may continue to enroll at the College, will not receive any federal or state financial aid.

REINSTATEMENT OF ELIGIBILITY

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate (67%) and cumulative grade point average (2.0); or, has an appeal approved as described below. Students who regain eligibility by completing required coursework must notify the Office of Financial Aid in order to have their progress reevaluated.

FINANCIAL AID SUSPENSION APPEAL PROCESS FOR GPA AND COMPLETION RATE

A student who has been suspended from financial aid for failure to meet the satisfactory progress requirements outlined in this policy due to mitigating circumstances may appeal the suspension decision by completing an appeal form, explaining their mitigating circumstances, and providing appropriate documentation to support their claim. The Office of Financial Aid staff (Specialists and Associate/Assistant Director) shall evaluate individual mitigating circumstances, supporting documentation and notify students of the decision regarding their appeal within three weeks.

Students may pick up an Appeal Form at the Office of Financial Aid, or may print a copy from the College website. The appeal must be completed in writing, provide appropriate, adequate documentation

and be signed by the student. Forms must be typed or printed legibly in black or blue ink. Illegible appeals will be returned to the student.

Appeals will be considered based on the following mitigating circumstances only:

1. Personal illness, injury or accident.

Requires a doctor's written statement, hospital records, accident/police reports.

2. Serious illness or death within immediate family.

(grandparents, parents, spouse, siblings and children)

Requires a death certificate/obituary notice or statement from a doctor.

3. Transportation problems.

Requires a mechanics bill and verification that public transportation is not available in your area.

4. Divorce or separation.

Requires divorce/separation documents or letter from attorney.

5. Last enrollment was at least 10 years ago.

Requires a copy of relevant transcripts.

6. Administrative error.

Requires a letter of verification from source of error.

The condition or situation must be resolved showing the student has the ability to complete course work successfully or the request will not be approved.

FINANCIAL AID SUSPENSION APPEAL PROCESS FOR MAXIMUM TIME FRAME

Under current regulation, there is no appeal for failing to complete within the maximum time frame.

SECOND APPEALS

Students' whose first appeal has been denied may appeal to the Director of Financial Aid if they feel that they have not been treated fairly according to this policy. This appeal must be in writing, signed and turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the Director is final.

Exceptions to this policy may be made at the discretion of the Director of Financial Aid. All awards from financial aid programs funded by the federal or state government are administered according to laws and regulations governing those programs. This policy is subject to change as required by federal or state guidelines and/or by the College.