

**SATISFACTORY ACADEMIC PROGRESS POLICY**  
**STUDENT FINANCIAL AID**  
**ALLEGANY COLLEGE OF MARYLAND**

Revised April 2010

Allegany College of Maryland is required to establish satisfactory academic progress (SAP) standards for its federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational program continue to receive financial aid.

U.S. Department of Education regulations require the SAP policy for students receiving financial aid to be the same as or stricter than the policy used for students enrolled in the same educational program who do not receive federal aid. The policy must contain a qualitative and a quantitative measurement. Therefore, Allegany College of Maryland measures satisfactory academic progress in the following three ways.

1. Students must have a minimum grade point average related to their total hours attempted, **not including remedial hours.**

<u>Required GPA</u>	<u>Total Hours Attempted</u>
1.75	1-14
1.83	15-28
1.92	29-46
2.00	47+

2. Students must complete 65% of all credits attempted each semester.
3. Students will have a maximum time frame to receive financial aid equal to 150% of the published length of a program. Therefore, students will not be permitted to receive financial aid after 105 credit hours have been attempted. At the end of this time the student is no longer eligible for financial aid.

Allegany College of Maryland will evaluate a student's SAP for all periods of enrollment, including summer and any terms that the student did not receive financial aid. Students who fail to meet the SAP policy will be placed on Financial Aid Warning for their next semester of attendance (or half of a semester for students enrolled in one semester certificate programs), during which time the student will remain eligible for aid. At the end of the warning semester, students will either be removed from the warning status or will be terminated from financial aid for their next semester of attendance. Students are notified in writing at the end of each semester if they are in a warning or termination status. This SAP policy is included with each letter.

In order to be removed from the warning or termination status, the student must meet all three of the measurements listed above. The warning or termination is effective for the student's next semester of attendance, and not necessarily the subsequent semester. Therefore, if a terminated student chooses to sit out a semester, when he/she returns as a student, he/she is still in the termination status, until he/she meets the reinstatement criteria. Students who are reinstated for financial aid are eligible to receive their Federal Pell Grant and other Federal Grant funds, as well as any campus-based funds, for the payment period in which they regain eligibility; however, students receiving Federal Student Loan funds are eligible for the entire period of enrollment.

The following information is taken into consideration as it relates to the SAP policy:

- a. Courses in which a student receives a grade of "X", "I", "R", "F", and/or "W" will not be considered to have been completed successfully. The grades will count toward the 65% completion rate and the credits will count toward the maximum time frame criteria.

- b. Federal financial aid will only pay for classes repeated up to three (3) times. All repeated classes will count as hours attempted and toward the maximum time frame criteria.
- c. Federal financial aid will only pay for 30 credits of remedial coursework. Remedial courses are not calculated as a part of the cumulative grade point average AND the credits do not count as total hours attempted. However, remedial courses will be counted toward the 65% completion rate and the credits will count toward the maximum time frame criteria.
- d. Transfer students will have their maximum time length recalculated using the number of credit hours which Allegany College of Maryland accepts.
- e. Pass/Fail grades will be counted as hours attempted and toward the maximum time frame criteria even though they are not calculated in the grade point average.
- f. Students who change their curriculum will not be granted an increase in the maximum time frame to receive financial aid.
- g. Students who graduate in one curriculum and return in a new curriculum will be given additional time to complete their new program. Credit hours already earned which meet requirements for the new program will be used in determining the new time length.
- h. Students who have previously attended Allegany College of Maryland, termed “readmits,” will have their prior academic record at Allegany College of Maryland reviewed to determine if a warning or termination status exists and remaining financial aid eligibility under the maximum aid time stipulation.
- i. Financial Aid recipients will be limited to the equivalent of three (3) Associate of Arts (A.A.) degrees, where 1 degree = 1 A.A. degree, two 1-year certificate degrees, or four 1-semester certificate degrees. The ACM SFA Office will evaluate any/all combinations of these degrees to equate the correct number of degrees received. Letter of Recognition programs will not be counted as receiving a degree and the courses do not count toward the maximum time frame. Students who have completed a program’s requirements will be considered to have completed that program even if they have not officially applied for graduation.
- j. Federal government regulations require that SAP be measured after a student has completed at least one half of the program length for programs less than one academic year.
  - All students who are enrolled in one semester certificate programs will have their satisfactory academic progress evaluated at mid-term of the semester, regardless of the number of credits each student is enrolled for during that semester.
  - Students will be placed on warning or termination at mid-term if mid-term grades warrant it.
  - Likewise, students who were previously on warning or termination will be removed at mid-term if mid-term grades warrant this.
  - Any Title IV financial aid funds not paid by mid-term will be subject to cancellation should the student become terminated at the mid-term point.
- k. Financial aid warning/termination status cannot be changed as a result of students who have been approved for academic amnesty under the J8 rule (who have had courses deleted from the grade transcript). Students will be evaluated on the original grades and the original transcript.

If unusual circumstances exist, students may appeal the financial aid termination status. Examples of unusual circumstances are, but not limited to, illness or injury of the student or the student’s direct family member, death of a family member, and family or financial difficulties. Appeal forms are located in the Office of the Vice-President of Student and Legal Affairs. The form requests either a written letter of the circumstances surrounding the termination or a personal appearance before the Student Appeals Committee. The Committee reserves the right to ask for additional information in making the decision. The Committee also reserves the right to establish certain criteria as a part of the reinstatement of financial aid, such as limited coursework or repeating certain courses. Students who appeal the termination are normally given one additional semester at the warning status, after which time the student is reevaluated against the SAP requirements. All students who appeal are notified in writing of the decision of the Committee.