



Rowan College of South Jersey

Administrative Procedure: 8005.3

FINANCIAL AID APPEALS

The College is required by federal and state regulations to establish minimum standards of *Satisfactory Academic Progress* (“SAP”) for students receiving financial aid. The Office of Financial Aid will evaluate SAP once a year at the end of each spring semester (or once a student’s FAFSA is received). The review of all students’ academic records at the conclusion of each spring semester will determine the students continuing eligibility for the upcoming semester.

A student’s entire College transcript, as well as records from other institutions (i.e. transfer credits), will be used to calculate academic progress. In order to remain eligible to receive federal and state financial aid students must continue to meet SAP requirements. Eligibility requirements for assistance from the federal and state financial aid programs are contingent on students meeting the minimum qualitative (GPA) and quantitative (pace) standards within a Maximum Time Frame (150%). See descriptions below.

All students who have attempted twelve (12) or more credit hours will be reviewed for SAP. Students will be notified of their SAP status via the student’s College-issued email. Students can view their status on the College’s portal.

Appeals Process

Students found to be ineligible to receive federal and state financial aid are able to appeal their status in writing to the Student Financial Aid Committee. All student appeals must include:

- a completed Student Academic Progress Appeal Form;
- an explanation as to why the student failed to meet SAP requirements;
- an explanation as to what has changed that will allow the student to meet the SAP requirements moving forward; and
- supporting documentation for any claims in the student’s explanation.

The Student Financial Aid Committee will not accept a verbal appeal. The appeal process may take up to thirty (30) days to be reviewed. The reason for the student’s appeal may only be used one time per mitigating circumstance.

If the appeal is denied, the student may enroll using his/her own resources. Approved appeals will not be retroactively approved for any previously completed term. Students may appeal the

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committee's appeal determination if the student is able to provide new information that was not included in the initial appeal. Students must submit the request in writing, explain why the information was not submitted originally, and provide all new supporting documentation. Appeals cannot be submitted verbally. Appeals without supporting documentation will not be reviewed.

Probation

If an appeal is granted, the student is then placed on Financial Aid Probation. The Student Financial Aid Committee will determine if the student must follow an Academic Plan. A student on financial aid probation may receive federal and state funds for one semester. Should the student still not meet the minimum SAP standards, after the one semester of probation, the student will lose their financial aid eligibility. If the student is placed on an Academic Plan and the terms of the Academic Plan are met for that semester(s), the student will then be eligible to continue on a Probation status for financial aid. The student must complete another Academic Plan for the following semester.

Academic Plan

The Academic Plan is developed to help the students meet the minimum standards for academic progress. It is strongly recommended that students meet with a member of the Advisement Department to formulate an Academic Plan prior to registering for classes.

At the end of the probationary semester, the Office of Financial Aid will determine if the student is meeting the minimum standards for SAP.

1. If the student is meeting the minimum standards for SAP, the student is no longer considered in a probation status for financial aid.
2. If the student is not meeting the minimum standards for SAP, the Office of Financial Aid will determine if the student has met the terms of their Academic Plan.
 - a. If the terms of the Academic Plan are met, the student will be eligible to continue on a probationary status for financial aid.
 - b. If the terms of the Academic Plan are not met, the student will be ineligible for financial aid until the student meets the minimum standards of SAP.

Reinstatement

Students who fail to maintain SAP have the option to attend courses at the College and pay their institutional charges without financial aid assistance. Should the student obtain the minimum Academic Progress Standards, the student will have their financial aid automatically reinstated.

Qualitative Standard

Students must maintain the following minimum cumulative grade point average (GPA), depending upon the number of hours attempted:

<u>Hours Attempted</u>	<u>Minimum GPA</u>
12–24	1.50
25–60	2.00
61+	2.00

Quantitative Standard

Students must complete a minimum of 67 percent of all credits attempted to be considered making the quantitative standard. Satisfactory completion is defined as a letter grade of A, A-, B+, B, B-, C+, C, D, or P. Unsatisfactory completion is defined as a letter grade of F, I, W, NA, NP or X.

Minimum Timeframes

Federal regulations limit the receipt of federal financial aid to no more than 150 percent of the course work required to complete any degree or certificate. Therefore, no further aid will be awarded when a student has attempted 150% of the credit hours needed to complete an associate degree program or one year certificate program.

Example: An Associate Degree requiring 60 credit hours (150% of 60 = 90)

Example: A One-Year Certificate Program requiring 30 credit hours (150% of 30 = 45)

- Developmental/remedial courses are not included in the hourly limitation.
- Transfer credits accepted toward a degree or certificate programs will be included in the hourly limitation.

Remedial Coursework

Remedial coursework will be counted towards determination of a student's quantitative percentage. A student may receive federal aid for up to one academic year's worth of remedial coursework; i.e., 30 semester hours.

Course in Program of Study

Federal regulations require that Title IV funding (Pell, SEOG, Federal Loans Program, etc.) are only able to be used to pay for courses that are required in the student program of study (major).

Repeat Coursework

Per regulatory changes effective July 1, 2011; the College may pay financial aid for only one (1) retake of any previously passed course. All attempted coursework will be used to determine quantitative and qualitative progress.

Withdrawal Grade

A student wishing to withdraw from a course or from the College should go to the Information Center in the Student Services building (Gloucester Campus) or the Enrollment Services One Stop located in the Student and Enrollment Services building (Cumberland Campus) to begin withdrawal procedures prior to the announced end of the withdrawal period.

A student who officially withdraws from a course will receive a “W” grade, which will not affect the student’s GPA, but will affect the quantitative standard. Withdrawal is not permitted after the withdrawal period ends.

Students who withdraw from a class are still responsible to pay for that course.

Never Attended

If a student registered for a course and never attended the course, a final grade of NA (Never Attended) will be given. Students that receive a grade of NA will have their financial aid awards adjusted. Financial Aid funds cannot pay for courses where a student is reported as Never Attending. Once a grade of NA is entered, the student will not be able to Withdraw from the course. If a student feels that the NA grade was reported incorrectly, the student must contact the professor who will facilitate having the grade changed (if warranted) according to Student Records protocol (see policy *8307 Student Records*). The grade of NA does not affect your GPA, but will affect the quantitative standard.

Incomplete Grades

A student who has received a grade of ‘I’ (incomplete) will receive an incomplete for that course. The incomplete course must be completed by the end of the next semester. The grade of “I” will affect the student’s quantitative progress. Incomplete grades that are not completed will change to an “F” and will affect both the quantitative and qualitative progress.

Academic Amnesty

The College Academic Amnesty does not override, overturn, or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining the students’ academic progress. (See policy *8201 Academic Amnesty*).

Audit Grades

If a student would like to attend a class, but does not want to receive a grade or credit, the student may choose to audit the course. Audited grades are not counted in the Quantitative or Qualitative calculations. Audited courses are not eligible for Financial Aid.

Area: Student Services

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President’s Authorization: _____



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8005 Student Appeals*