

Rowan College of South Jersey–Cumberland Campus 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 Satisfactory Academic Progress after the spring semester (or once a student’s FAFSA is received).

The review of all students’ academic records at the conclusion of each semester will determine the students continuing eligibility for the upcoming semester. A student’s entire Rowan College—Cumberland transcript and records from other institutions (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 Satisfactory Academic Progress 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%).

All students, who have attempted twelve (12) or more credit hours and who are failing to make Satisfactory Academic Progress, are ineligible to receive Federal and State financial aid. Students will be notified of their SAP status via the student’s Rowan College—Cumberland issued email. Additionally, students can view their status on their portal.

Appeals Process

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

- A completed 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.
- Supporting documentation for any claims in the student’s explanation.

Details of the Appeal Process

- The appeal process may take up to thirty (30) days to be reviewed. Students may appeal only one time per mitigating circumstance. The Student Financial Aid Committee will not accept a verbal appeal.
- Appeals and all supporting documents are encouraged to be submitted at least 30 days prior to the start of the semester to ensure the appeal is reviewed before the start of the semester.
- Appeals will not be processed for courses the student is currently enrolled for.
- Approved appeals will not be retroactively approved for any previously completed term.
- If the appeal is denied, the student may enroll using his/her own resources.
- If an appeal is granted, the student is then placed on Financial Aid Probation. The SAP Appeals Committee will determine whether the student must follow an Academic Plan while placed on Probation. A student on Financial Aid Probation may receive federal and state funds for one semester.

Probation without an Academic Plan

The appeals committee will determine whether the student is likely to meet academic progress standards following the probation period. If the committee finds that it possible for the student to make academic progress following the probation semester, the student may not be required to be placed on an Academic Plan. Should the student still not meet the minimum SAP standards after the one semester of Probation, the student will lose their financial aid eligibility.

However, students who meet the below Qualitative and Quantitative criteria will automatically be put on probation and will not need an academic plan:

Quantitative – 66.66%

Qualitative –	<u>Hours Attempted</u>	<u>GPA</u>
	12-24	1.45-1.4999
	25-66	1.95 –1.9999

Probation with an Academic Plan

If it is determined that a student will take more than one semester to meet academic progress standards, the student must be placed on Probation with an Academic Plan. The Academic Plan is set up to help the students meet the minimum standards for academic progress. Students must meet with a member of the Student Development 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 Satisfactory Academic Progress.

1. If the student is meeting the minimum standards for Satisfactory Academic Progress, the student will no longer be considered in a Probation status for financial aid.
2. If the student is not meeting the minimum standards for Satisfactory Academic Progress, the Office 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 satisfactory academic progress.

Reinstatement

Students who fail to maintain Academic Progress have the option to attend courses at Rowan College–Cumberland 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+	2.00

Quantitative Standard

Students must complete a minimum of 67% 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, FA, I, W, NA, R, RA or X.

Maximum Timeframes

Federal regulations limit the receipt of federal financial aid to no more than 150% 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 66 credit hours (150% of 66 = 99)

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

- Developmental/remedial courses will not be 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. For the purpose of this limit, that is 30 semester hours.

Transfer Credits

Rowan College–Cumberland will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed.

Repeat Coursework

Per regulatory changes effective July 1, 2011; Rowan College of South Jersey may only 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 Grades

A student who officially withdraws from a course will receive a grade of "W," which will not affect the student's GPA but will affect the students Quantitative Progress.

Incomplete Grades

A student who has received a grade of "I" 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 students Quantitative Progress. Incomplete grades that are not completed will be changed to an "F" and will affect both the Quantitative and Qualitative Progress.

Academic Amnesty

Rowan College–Cumberland 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.

Audit Grades

If a student wishes to attend a class but does not wish 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.

Second Degrees

Rowan College–Cumberland will process financial aid for eligible Title IV recipients attempting second degrees. Degree credits from the first degree that are applied to second degree will be counted towards the 150% measure in the second degree. Students must meet with their Academic Advisor to complete a degree audit prior to their financial aid eligibility being determine.

Secondary Review

Students that were denied an appeal, and feel they have a different extenuating situation that was not stated in the original appeal may appeal to the Executive Director of Admissions and Financial Aid (or in his absence the Director of Financial Aid). The Executive Director may overturn the appeal with appropriate documentation and reasons.

Administrative Procedure: 3010

ACADEMIC PROGRESS, PROBATION, AND LEAVE

Academic Progress

A student at the College is deemed to be making satisfactory progress toward the completion of program requirements when he/she has earned a cumulative grade point average of 2.000 or higher. Such determination will be made at the conclusion of every semester (fall, winter, spring, and summer).

Academic Probation

A student will be placed on academic probation when his/her cumulative GPA falls below 2.000 after a minimum of 12 college-level credits have been attempted. Academic probation and leave credit restrictions apply to every semester.

Credit Restrictions and Requirements While on Probation

During the first semester on academic probation, the student may enroll for no more than 14 credits. This credit restriction will continue as long as the student is on probation and the semester GPA is at least 2.000.

During any semester on academic probation, should the semester GPA fall below 2.000, the student will be further restricted to 12 credits for subsequent semesters while on probation.

Students on academic probation do not qualify for the President's or Deans' list. While on probation, the student will be advised to participate in advising sessions with a counseling advisor.

Removal from Probation Status

A student will be removed from academic probation status when his/her cumulative GPA has risen to 2.000 or higher. Once removed from probation status for one semester, any student returned to probation status will begin the probation cycle again.

Academic Leave

A student restricted to 12 credits who receives a semester GPA of less than 2.000 will be placed on academic leave from the College through the next full academic semester. A student placed on academic leave will be provided counseling/advisement with appropriate College personnel regarding reinstatement procedures.

Reinstatement

Following academic leave, the student may initiate readmission to the College by making an appointment with counseling advisor. The student will return on 12 credit probation restriction and must earn a semester GPA of 2.000 or higher. The student will remain on restricted probation until his/her cumulative GPA has risen to 2,000 or higher. Failure to earn a semester GPA of 2.000 or higher while on restricted probation will result in another semester of academic leave.