Federal aid is intended to assist students as they make successful progress towards completing a program. Institutions participating in Title IV Federal Student Aid Programs are required by the U.S. Dept. of Education to establish institutional policies which define and measure the qualitative (grade point average) and quantitative (completion ratio) progress of eligible students.

Each student who receives federal aid at Jefferson College is required to maintain satisfactory academic progress (SAP) toward completion of their program of study. Jefferson College measures progress at the end of each semester, including for the summer term.

The policy is based upon cumulative progress, including non-degree hours attempted, and is applied consistently to all Federal Student Aid programs.

The policy is applied equally to new, continuing, returning, and transfer students. All students are required to meet the cumulative requirements to be eligible to participate in the federal financial aid programs administered by Jefferson College.

### Grades

Successful completion of a class is defined as receiving a grade of A, B, C or D.

A grade of “F” (Failure), “W” (Withdrawal), “WX” (Administrative Withdrawal), “H” (Audit), or “I” (Incomplete) is considered unsatisfactory.

All coursework must be completed within the regular semester. Although the College allows a student to take an incomplete grade in a course and complete the course the following semester, the course was not completed in the specified time frame, and the grade is therefore unsatisfactory for financial aid purposes.

Students who wish to audit a course must declare this intent prior to the start of the course, as an audited course is not part of the degree program.
<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Hours Required for Degree</th>
<th>Maximum Hours Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Degree</td>
<td>62</td>
<td>93</td>
</tr>
<tr>
<td>AAT Degree</td>
<td>62</td>
<td>93</td>
</tr>
<tr>
<td>AFA Degree</td>
<td>66-67*</td>
<td>100.5</td>
</tr>
<tr>
<td>AS Degree</td>
<td>64-65*</td>
<td>97.5</td>
</tr>
<tr>
<td>AAS Degree</td>
<td>63-77*</td>
<td>115.5</td>
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<tr>
<td>AAS- HOP**</td>
<td>78-87*</td>
<td>130.5</td>
</tr>
<tr>
<td>AAS-Nursing</td>
<td>102.5</td>
<td>153.5</td>
</tr>
</tbody>
</table>

* Requirements vary by program
** Health Occup. Programs: OTA, PTA, Rad Tech

Certificate-seeking student maximum time frame limits are evaluated based upon the length of the certificate program. The maximum hours allowed for a less than two-year certificate program is 81 hours and 88.5 hours for a two-year certificate program. POST Law Enforcement certificate students will receive separate communication regarding their clock hour program.

What happens if I fail to meet the minimum standards?

Financial Aid WARNING Status:
The first time a student fails to meet SAP, they will be placed on financial aid warning. A student placed on warning may receive assistance for one additional semester, but must regain SAP by the end of the warning semester or aid will be suspended.

Financial Aid SUSPENSION Status:
If a student on financial aid warning fails to regain SAP by the end of the warning semester, they will be placed on financial aid suspension. Financial aid suspension means the termination of all federal and state financial aid. A student may appeal this status.

Financial Aid Probation Academic Plan:
If a student’s SAP appeal is approved, the student will be placed on financial aid probation. A student placed on probation may continue to receive aid as long as the student meets the conditions of the Financial Aid Probation Academic Plan of Jefferson College. At minimum, the student’s Financial Aid Probation Academic Plan requires a student complete 100% of all coursework attempted each term with a minimum grade point average of 2.0. Students may also be restricted to limited hours or specific courses. Additional terms are listed in each student’s plan.

Students must submit a signed Financial Aid Probation Academic Plan to Jefferson College before financial aid probation status can be assigned. Failure to meet the conditions of the Financial Aid Probation Academic Plan will result in loss of financial aid eligibility.

Can I regain eligibility for federal funds without an appeal?
Eligibility for aid will be reinstated once the student’s progress has reached the minimum standards level.

Appeal guidelines are outlined on the Financial Aid Appeal Form located on the Satisfactory Academic Progress (SAP) webpage at www.jeffco.edu. The Financial Aid Appeals Committee will review all appeals and notify the student of the results.

Exceeded Maximum Time Frame Appeals:
To assist individuals pursuing a second career or working toward a new program of study, students who have reached their maximum hours limit are permitted to appeal to continue on an academic plan that extends their time frame for financial aid eligibility.

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Minimum Standards of Academic Progress

To Maintain Financial Aid Eligibility for Federal Aid Programs at Jefferson College

2021-2022

Student Financial Services
1000 Viking Drive • Hillsboro, MO 63050
(636) 797-3000 ext. 3212 • (636) 481-3212
FAX (636) 789-5103
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