

Several factors affect satisfactory academic progress. It is **your** responsibility to read this brochure and understand all variables involved.

Federal aid is intended to assist students as they make successful progress toward completing a degree or certificate. 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.

Qualitative Requirement (Grade Point Average)

Financial aid recipients are required to maintain a cumulative grade point average of 2.0 or above.

Is it better to withdraw or take an F?

This is a frequently asked question. A “W” will not affect the grade point average, but will adversely affect the attempted vs. earned ratio. A grade of “F” will negatively affect both. Thus, in most cases, it is advisable for a student failing a course to withdraw from the course.

May I retake courses previously covered by federal aid funds?

To improve your grade, you may retake courses you previously failed, even if they were covered by financial aid *. Only the most recent grade for the course will be calculated into your grade point average. However, all attempts of courses, including those that are repeated, are calculated in your total credit hours attempted for both completion rate and time frame standards.

*** In order to receive federal student aid for a repeat course, a previously passed course may be repeated only ONE time and the student may receive federal aid for a repeated course only one time. Subsequent repeats will not be counted in the student’s financial aid enrollment level and award eligibility.**

Quantitative Requirement (Completion Rate/Pace)

Hours Attempted vs. Hours Earned

Students must complete a cumulative total of 67% of all coursework attempted. This includes degree and remedial classes in all parts of term.

Transfer credit accepted from other colleges and universities will be included in the number of credit hours attempted and earned.

Example:

In the fall, Riley Doe attempted fifteen credit hours and completed nine. They withdrew from two, three-credit hour courses. Riley completed 60% of the coursework they attempted. This is below the minimum standard of 67%. Therefore, Riley is on financial aid warning going into the spring semester. While on warning they can continue to receive financial aid. However, they must carefully consider the number of credit hours they attempt in the spring.

In the spring, Riley attempts nine credit hours and completes all of them. Now, their cumulative record shows that they have attempted 24 and completed 18. They have improved their standing and now have completed 75% of all coursework they have attempted. Riley is back on good progress and removed from financial aid warning.

However, if Riley did not improve their attempted vs. earned ratio at the end of the spring semester, they would have been placed on financial aid suspension and, therefore, ineligible to receive financial aid in future semesters.

Maximum Time Frame Limits

A financial aid recipient must complete their specified degree program within 150% of the published length of the program. A change of major or degree program does not necessarily extend the maximum time frame allowance. Once a student has reached the maximum hours attempted for their program, they will no longer be eligible to receive financial aid at Jefferson College.

In addition, if it becomes mathematically impossible for a student to complete their outstanding program requirements within their remaining time frame, a student may be placed on financial aid suspension. Furthermore, if a student previously graduated with a degree from Jefferson College, the student may be suspended from receiving additional financial aid if no longer degree seeking or the student cannot complete their new program requirements within their remaining time frame. In either case, previous academic progress and hours remaining will be considered.

Degree Program	Hours Required for Degree	Maximum Hours Allowed
AA Degree	62	93
AAT Degree	62	93
AS Degree	63-65*	97.5
AFA Degree	67-68*	102
AAS Degree	61-76*	114
AAS- HOP**	76-86*	129
AAS-Nursing	99.5	149

* 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 67.5 hours and 85.5 hours for a two-year certificate program. HIT students pursuing the less than one-year certificate have a maximum time frame of 24 hours. 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.

Student's Right to Appeal:

In the event of extenuating circumstances (which may include illness, injury, death in the family, or other hardships), a student on financial aid suspension may request to be continued in the federal student aid program through a written appeal to the Director of Financial Aid, submitted electronically.

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.

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 conditions are listed in each student's SAP Contract.

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.

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in any educational program or activity of the College. Note: If accommodations for a disability are needed contact the Disability Support Services Coordinator, TC101, (636) 481-3169 or 797-3000, ext. 3169 or DSS@jeffco.edu.



MINIMUM STANDARDS OF ACADEMIC PROGRESS

TO MAINTAIN FINANCIAL AID ELIGIBILITY FOR FEDERAL AID PROGRAMS AT JEFFERSON COLLEGE

2022-2023

FINANCIAL AID OFFICE
1000 VIKING DRIVE • HILLSBORO, MO 63050
(636) 797-3000 EXT. 3212 • (636) 481-3212
WWW.JEFFCO.EDU

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