

FINANCIAL AID SATSIFACTORY ACADEMIC PROGRESS POLICY

Lakeland College is required to establish and consistently apply standards of satisfactory academic progress to all students who receive funds from Title IV programs of financial assistance. The policy is required to have quantitative and qualitative methods to measure students' academic progress. This policy will be reviewed after every term. This same policy will also apply to all students who receive funds from state or Lakeland College sources.

The qualitative measure is based on the cumulative grade point average (GPA). Only the highest grade of repeated courses is used in the cumulative GPA calculation.

The quantitative measure is based on the length of time for completion of the degree program. A student must complete the program within 150% of the time frame established. The Bachelor Degree requires 120 credits; therefore, a student cannot exceed 180 credits to complete the requirements (120 credits X 150% = 180 credits). It takes 4 years to complete the Bachelors Degree; therefore, a student has 6 years to complete the degree requirements (4 years X 150% = 6 years). Transfer credits accepted are counted as hours attempted and earned.

An appeal process exists for anyone whose financial aid eligibility is terminated as a result of the Financial Aid Satisfactory Academic Progress Policy. Those students affected will receive written notice of the appeal process.

No part of this policy is housed on the student's academic record. This financial aid policy is separate from the policy for Academic Good Standing as listed in the academic catalog under the Academic Policies.

Undergraduate Programs

1. Standards:

Undergraduate Class Standing	Required Cumulative Grade Point Average (GPA)	Required Course Completion Rate**
First-time Freshman	1.75	67%
Freshman in second semester or subsequent term	2.0	67%
Sophomore	2.0	67%
Junior	2.0	67%
Senior	2.0	67%

** Students must complete 67% of the credits attempted with a grade of 'D' or greater. All withdrawals, incompletes, and audits are considered unsatisfactory and must be included in the calculation. If a grade

of incomplete is changed, it is the student's responsibility to notify the financial aid office of the grade change.

2. **Review Process:** Students will be reviewed after each term.
3. **Failure to Meet Satisfactory Academic Progress:**
 - a. **First Occurrence**—When a student does not complete 67% of the credits and/or the minimum GPA requirement noted in the table then a Financial Aid Warning is imposed. Aid will continue during the term the student is on Financial Aid Warning.
 - b. **Second Occurrence**—If the student does not meet the criteria for Satisfactory Academic Progress while on Financial Aid Warning, the student's financial aid will be terminated for all future semesters until he/she can return their academic record to good standing for Satisfactory Academic Progress.
4. **Appeal Process:** There is an appeal process for students that have their aid terminated.
 - a. The form and instructions are included with the written communication to the student at the time of the termination.
 - b. The time allowed for completing the appeal will be communicated in the letter.
 - c. The appeal committee will notify the student of the decision within two weeks of receiving the appeal.
5. **Financial Aid Probation:** This is the status the student is placed on when an appeal is granted. Probation is allowed for one term and the student must return to good standing for Satisfactory Academic Progress unless the student has an approved Academic Plan in place which includes conditions of the probation and notes when the student will return to good standing for Satisfactory Academic Progress.

Academic records will be reviewed for all matriculated students that are first-time aid applicants to determine if they are in good standing and making satisfactory progress. If the student does not meet the minimum standards, they will be placed on an immediate financial aid warning.

Graduate Programs

1. **Standards:**
 - a. **Qualitative Measure:** Students must meet the minimum cumulative GPA requirement of a 3.0. Only the highest grade of all repeated courses is used in the cumulative GPA calculation.
 - b. **Quantitative Measure:** Students must complete their program within the timeframe described in the Graduate Academic Progress Policy.
2. **Review Process:** Students will be reviewed after the fall, spring, and summer semesters.
3. **Failure to Meet Satisfactory Academic Progress:**
 - a. **First Occurrence**—When a student does not meet the standards described above in #1, a Financial Aid Warning is imposed. Aid will continue during the term the student is on Financial Aid Warning.
 - b. **Second Occurrence**—If the student does not meet the criteria for Satisfactory Academic Progress while on warning, their aid will be terminated.
4. **Appeal Process:** There is an appeal process for students that have their aid terminated.

- a. The form and instructions are included with the written communication to the student at the time of the termination.
 - b. The time allowed for completing the appeal will be communicated in the letter.
 - c. The appeal committee will notify the student of the decision within two weeks of receiving the appeal.
5. **Financial Aid Probation:** This is the status the student is placed on when an appeal is granted. Probation is allowed for one term and the student must return to good standing for Satisfactory Academic Progress unless the student has an approved Academic Plan in place which includes conditions of the probation and notes when the student will return to good standing for the Satisfactory Academic Plan.

Academic records will be reviewed for all matriculated students that are first-time aid applicants to determine if they are in good standing and making satisfactory progress. If the student does not meet the minimum standards, they will be placed on an immediate financial aid warning.