



## SATISFACTORY ACADEMIC POLICY (SAP) FOR FEDERAL FINANCIAL AID

East Mississippi Community College (EMCC) has established minimum standards of Satisfactory Academic Progress (SAP) as required by federal regulations to determine eligibility for federal Title IV student financial aid. SAP standards of academic performance require that all federal financial aid recipients progress satisfactorily toward the completion of a degree or certificate in a chosen academic or career/technical program at East Mississippi Community College. The financial assistance offered at East Mississippi Community College to which these standards apply includes the following federal Title IV programs:

- Federal Pell Grant (PELL)**
- Federal Supplemental Educational Opportunity Grant (FSEOG)**
- Federal Subsidized Direct Loan**
- Federal Unsubsidized Direct Loan**
- Federal Parent PLUS Loan**
- Federal Work-Study**

### Standards for Maintaining Satisfactory Academic Progress (SAP)

- Students must progress **qualitatively** by earning a required grade point average (GPA).
- Students must progress **quantitatively** by completing a required percentage of what they take.
- Students must complete their program of study within a required **time frame**.

Hours Attempted	% Hours Completed	Cumulative GPA
<b>0-31</b>	<b>50%</b>	<b>1.50</b>
<b>32-or more</b>	<b>66.7%</b>	<b>2.00</b>

### The Satisfactory Academic Progress (SAP) Review

Satisfactory Academic Progress is reviewed in May of each academic year for all federal financial aid recipients. This review includes students enrolled Fall/Spring, Fall only, and Spring only. Satisfactory Academic Progress for first-time transfer students and former EMCC students returning after periods of absence is reviewed at the time of enrollment for first-time transfers or at the time of re-enrollment for former EMCC students. The SAP review for first-time transfer students and former EMCC students, therefore, does not always coincide with the standard SAP review in May.

The SAP review includes a check of the three standards listed earlier: (1) Cumulative GPA, (2) Class completion rate, and (3) Timeframe.

- **Qualitative - Cumulative GPA-1.50 or 2.00, depending on hours attempted**  
The GPA (grade point average) as calculated by the EMCC Registrar. The GPA is calculated by dividing quality points earned by hours earned.

East Mississippi Community College is a two-year college offering Career and Technical Programs, Academic Courses, Transfer/University Parallel Programs, and Workforce Development Services. East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law. For more information on admission to any of EMCC's Academic, Career or Technical, or Workforce Programs, or to review a listing of programs, services or activities offered by East Mississippi Community College, please visit the college's web site at [www.eastms.edu](http://www.eastms.edu) or call 662.476.5000 to request a college catalogue and/or admission packet. The lack of English language skills shall not be a barrier to admission or participation in EMCC's activities or programs. Para recibir una copia escrita de esta política en español, por favor póngase en contacto Theresa Harpole 662.476.5274. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. The following offices have been designated to handle inquiries regarding the non-discrimination policies: Office of the Director of Human Resources or Office of the Vice President of Scooba Campus Title IX Coordinator, 1512 Kemper Street, Scooba MS 39358, 662.476.5274; Office of the Dean of Students Golden Triangle Campus Disability Services Coordinator, 8731 S Frontage Road, Mayhew MS 39753, 662.243.1979

- **Quantitative - Class Completion Rate - 50% or 66.7%**  
Class completion rate is calculated by dividing the number of hours completed with a passing grade by the total number of hours attempted. Hours attempted will include all passing grades A-D, F's, I's, W's, including all repeated courses and remedial courses.
- **Timeframe** - Total hours attempted must not exceed 150% of hours required for the program of study. Hours attempted will include all those attempted hours as outlined in the Class Completion Rate bullet above with the exception of remedial courses.  
The time frame standard allows students to complete a program of study within 150% of the length of the program. For example, students enrolled in programs requiring 60 hours for graduation are allowed to attempt not more than 90 hours (60 hrs x 150% = 90 hrs) since most EMCC Associate Degree programs require 60 hours for graduation. For students enrolling in programs requiring less than 60 hours, the same 150% stand applies. For example, a program requiring 30 hours for graduation allows students to attempt not more than 45 hours (30 hrs x 150% = 45 hrs).

**Students transferring to EMCC must provide copies of transcripts from all institutions attended. All course work will be reviewed and hours accepted by EMCC will be included in the SAP review. Associate Degrees and Certificate Programs completed at other community colleges affect aid eligibility at EMCC. For example, a student transferring to EMCC with an Associate of Arts Degree or a Bachelor's Degree will not eligible for aid if the student enters into an academic program of study at EMCC. A student transferring to EMCC with an Associate of Science Degree in a career/technical program or a Certificate Program will not eligible for aid if the student enters into the same program at EMCC.**

### Satisfactory Academic Progress (SAP) Notification

- Failure to meet one or more of the three standards results in financial aid suspension.
- Students are electronically notified of financial aid suspension following the SAP standards check.
- Students may appeal the suspension of financial aid by completing the Appeal Form and providing supporting documentation verifying the circumstances surrounding failure to perform.
- Appeals are due within 30 days from the date of the suspension notification.

**NOTE: Financial Aid Satisfactory Academic Progress (SAP) is an academic measure of progress by students as they work toward a degree or certificate to determine continuing eligibility for financial aid. This measure should not be confused with the EMCC Academic Probation or Suspension measurements as determined each semester by the Office of the Registrar. The Registrar's measurement of academic performance is used to determine continued enrollment and has nothing to do with receipt of financial aid. Detailed discussion of academic probation and academic suspension are found in the EMCC Catalog and Handbook.**

### Satisfactory Academic Progress (SAP) Appeal

- Once notified of financial aid suspension students must return the appeal request within 30 days from the date of the notification.
- Students who submit appeals must show mitigating or uncontrollable circumstances. Appeals may be submitted for the following reasons, but not limited to the list below, that occurred during the term(s) of enrollment:
  - Illness of or injury to the student
  - Illness of or injury to a close family member of the student (spouse, child, parent, grandparent)
  - Death of a close relative (spouse, child, parent, grandparent)
  - Undue hardship or extreme circumstances that can be documented
  - Natural or catastrophic disaster resulting in hardship to the student and/or family

- Appeals are reviewed by a financial aid committee. One of two decisions will be made:
  - Approval with conditions
    - Approval with conditions results in students being moved from financial aid suspension status to (a) financial aid probation or (b) financial aid probation with academic plan.
      - **Financial Aid Probation** - This status requires students to remove the SAP deficiency during the semester for which the appeal is granted. Failure to remove the deficiency during the probationary semester results in Financial Aid Suspension a second time. Students can appeal the second financial aid suspension, but circumstances surrounding the reasons for appealing cannot be the same as circumstances used in the first appeal. The only options on the second appeal are (1) probation with academic plan or (2) denial.
      - **Financial Aid Probation With Academic Plan** - This status recognizes that it is impossible for students to remove the deficiency in one semester as with the Financial Aid Probation classification, but that it is possible for students to remove the deficiency within the SAP time frame, providing a required level of progress is maintained. The academic plan will require a Program Evaluation and an Academic Plan. Students who fail to meet the requirements of the Academic Plan will be placed on Financial Aid Suspension and lose appeal rights.
        - **Program Evaluation** - A report which reviews the program of study selected by students and identifies classes completed and classes needed for graduation.
        - **Academic Plan** - A document generated in the financial aid office which outlines the classes successfully completed and those still needed.
  - Denied
    - Indicates that either the appeal circumstances do not warrant an approval or that academic performance to date has placed the student in such a dire situation that the SAP problem cannot be corrected in the time frame allowed.
    - Appeals involving time frame (i.e. 90 semester hours or more attempted in a particular program) will be denied without review. Under most circumstances time frame is not an appealable condition.
- Appeal decisions are mailed to students within 30 days following submission to the Financial Aid Office.
- Students whose appeals are denied and are dissatisfied with the decision may request an appeal review by the Financial Aid Committee. Students requesting a review of the denial must do so in writing within one week (7 days) of the date of the denial. The appeal must be very specific and address the reasons why the Financial Aid Committee should overlook the original rejection by staff in the Financial Aid Office. The request must be submitted to the Financial Aid Office. Decisions of the committee are final and not appealable.
- Students who have been placed on Financial Aid Suspension can enroll in school but will be responsible for EMCC charges with personal funds.