

**MUSKEGON COMMUNITY COLLEGE**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**  
**FOR FINANCIAL AID RECIPIENTS**

**INTRODUCTION**

To qualify for financial aid, a student must make satisfactory academic progress towards the completion of a degree program. This policy applies to all students who apply for help from any federal or state financial aid program. It also applies to any other program administered by the College which requires satisfactory academic progress as a criterion for eligibility. This policy is separate from the College's general probation/dismissal policy (see "Dismissal, Academic" in the index of the college catalog).

**STANDARDS FOR ELIGIBILITY**

Students are making "Satisfactory Academic Progress" if they meet the following conditions:

- a. Maintain a cumulative grade point average (GPA) of not less than the following:

<u>Credit Hours Completed</u>	<u>Minimum GPA Required</u>
1 – 11	1.50 cumulative
12 and above	2.00 cumulative

- b. Complete with a passing grade (that is, an A, B, C, D, or P, including a grade with a "+" or "-") two-thirds of the cumulative hours attempted. All withdrawal grades, incompletes, no-credit grades, and repeat classes are considered as hours attempted.
- c. Complete their declared major within the maximum limit: For FEDERAL aid programs, once you have attempted 150% of the number of credits normally required to complete a degree, you will not be eligible for any additional federal aid at M.C.C. Transfer credits classes do not count in the calculation of the GPA, but they may be included in the calculation of the Maximum Limit.

	<u>Credits Required</u>	<u>150% limit</u>
Regular ASA/AAS degree	62	93
Nursing	84	126
Respiratory Therapy	103	155

If you fail to make satisfactory academic progress at the end of a semester, you will normally be allowed to receive aid for an additional probationary semester. If you still have not made satisfactory academic progress at the end of the second semester, you may not be eligible for any more aid until you 1) raise your cumulative GPA up to the minimum required, or 2) earn enough credits to meet the minimum cumulative required. If you need to take any classes to make satisfactory academic progress, you will have to pay for them yourself.

**LOSS OF ELIGIBILITY, APPEAL, AND REINSTATEMENT**

If you are denied aid under this Policy, you have the right to appeal. **YOUR APPEAL MUST BE IN WRITING**, and addressed to the Financial Aid Review Committee, c/o the Student Services Center. The Committee will normally consider such things as illness, a change in job schedule, or other extenuating circumstances (which were beyond your reasonable control) as grounds for a successful appeal. Be sure to include documentation (for example, a doctor's statement), if appropriate.

If you want federal aid to earn a second degree, you must appeal in writing, stating your academic goal, and provide documentation (such as a "graduation audit") of the classes needed to accomplish your goal.

This policy states the minimum required for most financial aid programs. However, some scholarship and loan programs require a higher standard (usually a higher GPA). Therefore, you may qualify for most aid programs by meeting the above conditions, but be denied a specific scholarship or loan unless you raise your GPA or pass additional credit hours.

**MUSKEGON COMMUNITY COLLEGE**  
**FINANCIAL AID CONTRACT**

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By accepting the financial assistance offered to me by Muskegon Community College, I agree to and accept responsibility for the following conditions:

1. I will use the financial aid awarded to me only for my educational expenses at Muskegon Community College, including tuition and fees, books and supplies, transportation, room and board, dependent child care, and other similar costs of attendance.
2. If my financial aid awards are based on full time enrollment, the amount credited to my account may be reduced to reflect actual enrollment status. My enrollment status is determined no earlier than the College's census date, which is the end of the 15-week (12-week for summer) course add/drop refund period. In addition, classes added after the census date may not be considered for supplementary aid. Finally, if I drop or withdrawal from classes during an academic term, my financial aid may be reduced or cancelled, and that I may be liable to repay any amount of assistance already received.
3. If I register for classes in any academic term, and then decide not to attend, I understand that it is my responsibility to drop those classes and pay the \$25 registration fee.
4. If I receive any additional financial awards from other sources, I will notify the Financial Aid Office in writing immediately. I understand that the financial aid offered by Muskegon Community College may have to be adjusted if I receive any other awards.
5. I understand that I must make normal progress towards the completion of my degree program, as set forth in the "Satisfactory Progress Policy for Financial Aid Recipients". Failure to make satisfactory progress may result in my being ineligible for further aid.
6. If I borrow through the Stafford Loan Program, I understand that I must notify the Financial Aid Office at MCC and my lender immediately if I cease to be enrolled in at least 6 credit hours. I also understand that I must repay the loan when it is due, and that failure to repay my loan may result in my being ineligible for any further assistance at Muskegon Community College or any other school.
7. I hereby authorize the College to release information concerning my academic progress and/or financial status to any agency or donor who contributes to my financial assistance, since this information may be essential for the continuation of such assistance.
8. I understand that if I fail to meet any or all of the above conditions, my financial aid may be cancelled or revoked, and that I may be liable to repay any amount of assistance already received.