



SATISFACTORY ACADEMIC PROGRESS & Conditions of Reinstatement

Federal regulations require all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible degree or certificate program. Students applying for assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan, and other programs as determined by the Financial Aid Office must meet the requirements listed below to determine initial or continued financial aid eligibility at NPC. SAP is calculated at the end of each term and applies whether or not the student received financial aid each term of enrollment. If a student does not meet the SAP policy, they are issued a warning for one term and given a chance to reestablish eligibility (exceptions explained below in areas of PACE and Max Hours). Students are considered to be making SAP if they meet the following criteria:

- 1. Degree seeking:** Students must be admitted and enrolled in an approved degree or certificate program. Financial aid will only pay for courses outlined in the student’s current degree plan.
- 2. Credit hours:** Students must be enrolled in a minimum of six (6) credit hours per semester (or a summer) for most aid programs. Full-time enrollment is required for some aid programs. Some scholarships require 15 hours of enrollment. A student’s official enrollment status will be determined on the beginning of the 11th day of enrollment each semester (census date). Financial aid disbursement, in most cases, will be based on enrollment status as of the census date and financial aid may be disbursed when funds are available following the census date.
- 3. Cumulative Grade Point Average:**

Credit Hours Attempted	Required Minimum CGPA
1-30 hours	1.75
31 hours or above	2.0

A student’s first violation of the SAP policy concerning the required CGPA will be issued a warning status, which is a one-time probationary period.

4. Maximum credit hours:

Students may receive financial aid up to 150 percent of the published credit hour length of their declared program. For example, 150 percent of a 60 credit hour AA degree is 90 credit hours (150% x 60 hours = 90 credit hours).

Maximum hours apply whether or not the student was receiving financial aid at the time credits were being attempted. For satisfactory academic progress purposes the student’s NPC transcript (including transferable credit hours) will be the official record used to evaluate all attempts, completion of attempted hours and cumulative grade point average. For financial aid purposes, grades of A, B, C, D, F, IP, and W along with any repeated courses are all considered attempted hours and will be counted towards the maximum time frame. Any student who transfers or changes majors must adhere to the maximum hour standards.

5. Quantitative/Pace of Progress Requirement:

Students must successfully complete and pass 66.67% of all courses attempted; however, the student will be in a warning period if it is still possible to complete their degree program within the 150% length of the degree being sought. Students that cannot successfully complete their program within the 150% timeframe must file an appeal.

6. Repeated Course Work: Federal student aid may only pay for one repeat of a previously passed course. A “D” or better is considered passing.

Appeal: Students may apply for an appeal at NPC in the event of a drop in eligibility. Some appeal situations may require that an academic plan be established for the remainder of student’s degree. All students must meet their required CGPA by the end of the appealed term to continue receiving aid. Max Hour/Pace prior approved appeals eligibility issues will receive a preliminary review by financial aid staff to determine if a student is eligible for an automatic appeal approval based on professional judgment. Students who are not automatically approved will be notified that they are required to complete a traditional appeal. Students may re-appeal in cases of extenuating circumstances *i.e.* death of immediate family member with documentation, unanticipated serious illness of the student with documentation, or institutional error. SAP issues that occur due to high school concurrent courses will be given special consideration.

Attendance: Students must attend all classes as required in each instructor’s syllabus. Students who are reported as non-attending may be **administratively withdrawn** from classes.

Students dropped from federal aid eligibility must request reinstatement after the SAP standard is reached. Students who do not maintain SAP and who are denied aid may file an appeal with the Financial Aid Office.

This policy is available via NPC website at www.np.edu or from the NPC Financial Aid Office. Rev. 05/02/17