

## Student Financial Services

### Financial Aid

Phone: (541) 463-3100 Enrollment Services

Fax: (541) 463-3983 \* Email: [finaid@lanecc.edu](mailto:finaid@lanecc.edu)

4000 East 30th Avenue \* Eugene, OR 97405-0640



# SATISFACTORY ACADEMIC PROGRESS STANDARDS

**Federal regulations require that all students who receive financial aid must maintain Satisfactory Academic Progress and be working toward an eligible degree or certificate.**

## ENROLLMENT LEVELS:

<b>FULL-TIME:</b>	12+ credit hours	<b>HALF-TIME:</b>	6-8 credit hours
<b>THREE QUARTER-TIME:</b>	9-11 credit hours	<b>LESS THAN HALF-TIME:</b>	1-5 credit hours

## CREDITS ELIGIBLE FOR FUNDING:

- Credits that apply toward your degree or certificate.
- Developmental courses up to a maximum of 45 credits.
- Credits in a study abroad program approved by Lane.

## CREDITS INELIGIBLE FOR FUNDING:

- Credits that are not required for the completion of your degree or certificate.
- Developmental courses beyond a total of 45 credits.
- Challenge exams, audited courses, and Extended Learning courses.
- Adult Basic and Secondary Education or GED classes.
- Repeated courses, unless they are replacing a grade less than C, the instructor recommends repeating the course or a higher grade is required by the department to complete program requirements.

## MINIMUM GPA AND CREDITS REQUIRED TO MAINTAIN ELIGIBILITY:

Satisfactory Academic Progress is evaluated at the end of each term. The term GPA and the percentage of credits completed during the term are used to determine the *current term calculation*. The **last calculated status** in combination with the *current term calculation* will result in a **new calculated status**, determining a student's continued eligibility. A *current term calculation* is based upon the following requirements:

<b>Good Standing:</b>	Complete 66.66% of credits <b>and</b> GPA 2.0 or higher
<b>Probation:</b>	Complete between 50-66.65% of credits <b>and/or</b> GPA 1.7-1.99
<b>FA Suspension:</b>	Complete less than 50% of credits <b>and/or</b> GPA less than 1.7

In most cases, you may use the following chart to calculate your status, however, it is not intended to be all-inclusive.

LAST CALCULATED STATUS	CURRENT TERM CALCULATION	NEW CALCULATED STATUS
Good	Good	Good
Good	Probation	Probation
Good	FA Suspension	FA Suspension
Probation	Good	Good
Probation	Probation	FA Suspension
Probation	FA Suspension	FA Suspension
Appeal Approved on Probation	Good	Good
Appeal Approved on Probation	Probation	FA Suspension

Withdrawing from a class or receiving an Incomplete or No Pass grade will not affect your GPA. However, it will reduce your percent of credits completed. For financial aid purposes, a "Pass Grade" is calculated as the equivalent of a C grade.

**\*\* If your new calculated status is FA Suspension, you will not be able to receive grants, work-study, and loans for any term(s) until your FA Suspension status is resolved. Some scholarships and other resources may also be unavailable.**

## **APPEALS**

You may appeal your FA Suspension status by submitting an **Appeal to Reinstate Financial Aid Eligibility**. Forms are available at Enrollment Services. A Financial Aid Advisor and the Appeals Committee will review your appeal, and you are notified in writing of their decision.

You must submit **appropriate documentation** with your appeal. The documentation must be consistent with the term(s) in which the circumstances that prevented you from making satisfactory academic progress occurred. Examples of appropriate documentation are **notes from health care professionals, counselors or social workers. Police reports, death notices and court reports** may also document your circumstances. **Notes from family members or friends do not provide adequate documentation.**

## **REINSTATEMENT**

**Reinstatement (Appeal Approved on Probation) means that you have resolved your FA Suspension status and will be considered for financial aid for the next term you plan to attend.**

- You may be reinstated if the circumstances affecting your academic progress were of sufficient duration and intensity, were beyond your control and are not a part of a recurring pattern. Submit an appeal and attach information to document the circumstances.
- When an appeal is not approved, Financial Aid will inform you of the number of successfully completed credits required for reinstatement. Coursework must be completed at Lane using your own funds. Courses must apply toward your degree or certificate program. Submit an appeal after you complete the coursework.
- You will be reinstated if a grade change sufficiently improves the calculated status. Submit an appeal with a copy of your unofficial transcript, verifying the grade change.

### **Examples of appeal circumstances which may be approved:**

- Medical/psychological illness that prevented the completion of coursework.
- Major illness or death in the immediate family that required extensive absence.
- Other family emergencies that prevented the completion of coursework.

### **Examples of appeal circumstances which may be denied:**

- Incarceration, poor choice of classes, poor progress because of employment obligation.
- Personal problems such as relocating, sick child (not major illness), childcare difficulties, relationship issues, loss of roommate, loss of transportation, financial difficulties.

## **MAXIMUM CREDIT LIMIT**

Per federal regulation, the maximum number of credits a student may attempt for completion of a program cannot exceed 150% of the credits required to complete the program. The College Catalog specifies the credits required for program completion. Regulation requires institutions to count all attempted credits even if financial aid was not received. Attempted credits include all earned, unearned (I, \*, F, NP, Y, and NC) and transfer credits.

Lane will calculate a student's progress from their first term at Lane. Students who will exceed the maximum credit limit are not progressing toward graduation within a reasonable period of time. Once we determine a student cannot graduate within the limit, regulations stipulate they become ineligible for further aid. It is important to receive appropriate academic advising to ensure academic success and a timely graduation.

Students who have taken developmental or ESL courses, have changed their program, or have transfer credits that do not apply to their program may request a Credit Limit Review. During a review, progress is calculated using this information. Financial aid is limited to two earned degrees/certificates or one program change while at Lane; exceptions are considered on a case-by-base basis.

Students are notified by mail when they are nearing or have exceeded their maximum credit limit. Credit Limit Review forms are available at Enrollment Services.