



2011-12 STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY *
(Effective Beginning the Fall 2011 Semester)

The Financial Aid Office is required by federal regulation to determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory academic progress requirements. The student’s official academic record maintained by the Office of the Registrar is reviewed to determine student compliance with this policy. Students on financial aid must make academic progress to be eligible for continued assistance. The policy applies to all students on federal and state financial aid. Students who have already received a Bachelor’s Degree are not eligible for grants, and will not be eligible for other aid at NMJC due to the time frame policy. The assessment of a student’s academic progress is based on the student’s entire academic record at this institution to include all attempted hours whether or not the student received financial aid for previous semesters of enrollment. Academic progress is monitored by a Qualitative (GPA) measurement as well as a Quantitative (credit completion pace and time frame) measurement.

Qualitative Standards

Grade Point Average Requirements

NMJC students must maintain the following cumulative grade point average (GPA) dependent on their classification to maintain financial aid eligibility:

TABLE A

| Classification | Credits | Cumulative GPA |
|----------------------------|----------------|-----------------------|
| Undergraduate Freshman | (0-29hrs) | 2.0 |
| Undergraduate Sophomore | (30+hrs) | 2.0 |

Financial Aid GPA Warning Status

A review of cumulative GPA is conducted at the end of each semester. A student shall be placed on financial aid GPA warning status for one semester if his/her cumulative GPA is less than that required as shown in Table A.

Students will be notified if considered to be on financial aid GPA warning status. Students are still eligible for federal, state, and NMJC-controlled aid while on GPA warning status. A student on GPA warning status shall be removed from that status at the end of the semester if he/she achieves the required cumulative GPA.

If unable to obtain required GPA aid will be denied the subsequent semester.

Quantitative Standards

Credit Completion Pace Requirement

NMJC students must complete at least 67% (two thirds) of the total cumulative credit hours attempted. For example, a student who has attempted a cumulative total of 60 credit hours must have successfully completed at least 40 credit hours to meet the requirement ($60 \times .67 = 40.20$; round decimals to whole numbers). Note that repeating courses that have already been passed with a grade of D or better will decrease the credit completion pace rate.

Credit Completion Pace Warning Status

A review of cumulative attempted credit hours is conducted at the end of each semester. Failure to complete at least 67% of the total hours attempted will result in credit completion pace warning status for the next semester of enrollment.

Students will be notified if placed on credit completion pace warning status. Students are still eligible for federal, state, and NMJC-controlled aid while on credit completion pace warning status. Students must raise their cumulative credit completion rate to 67% or higher or aid will be denied the subsequent semester.

TABLE B
Maximum Time Frame Examples:

| Degree Program | Maximum Hours |
|---|----------------------|
| Associate of Arts (64 hour program) | 96 |
| Associate of Science (64 hour program) | 96 |
| Associate of Applied Science (64 hour program) | 96 |
| Associate of Applied Science in Nursing (73 hour program) | 110 |
| Associate of Applied Science in Automotive Technology ASEP (88 hour program) | 132 |

Maximum Time Frame Requirement

A review of cumulative attempted credit hours is conducted at the end of each semester. Students may not exceed a maximum time frame measured by attempted credit hours equal to 150% of the length of their primary degree program (see examples in Table B). Once the maximum attempted credit hours are reached, financial aid eligibility is denied for the subsequent credit hours of enrollment. All transfer credits that appear on the NMJC transcript and even courses attempted toward a minor or second major are counted in the calculation of cumulative attempted hours.

Maximum Time Frame and Multiple Degrees or Majors

Students seeking a second degree at the same level as first degree must complete the subsequent degree within the maximum time frame (or appeal). In the appeal the student may need to explain the rationale for the pursuit of a second degree. In addition, a student seeking multiple majors must complete the primary degree within the maximum time frame (or appeal). In the appeal the student may need to explain the rationale for the pursuit of multiple majors if this causes them to exceed the maximum time frame.

Courses and Grades Used in Determining Satisfactory Academic Progress

All coursework attempted, including repeated, reprieved, English as a second language (ESL) courses, remedial courses or withdrawals recorded on the academic record at the time of the progress check is considered when determining if the student meets satisfactory academic progress standards.

Transfer credits on the student academic record are considered for purposes of satisfactory academic progress review. Courses that are retaken to improve a grade are counted in attempted hours but only one passing grade is counted towards the credit completion pace rate. Grades of "A," "B," "C," "D," "S," or "P" are considered successful completion of a course. Grades of F, W, I, AU (Audit) are not considered successful completion.

Students taking distance education courses receive grades that are considered in determining satisfactory academic progress standing (including "I" grades if coursework not completed). Audit courses are not counted in the total hours attempted or as successful completion of a course.

Appeal Process If Aid Denied

A student denied financial aid based on satisfactory academic progress policy may submit a written appeal with an academic plan of study to the Financial Aid Office, Ben Alexander. The letter of appeal should address in detail any extenuating circumstances that have affected the student's academic performance. The student must work with his/her academic advisor to complete an academic plan as part of the appeal process. A student paying for their own classes or sitting out for an enrollment period does not necessarily re-establish aid eligibility, but the student may appeal. For more information about the appeal process, contact the Financial Aid Office.

A student whose financial aid has been denied for reasons other than exceeding the maximum time frame component may receive financial aid reinstatement by successful appeal or by meeting both of the following criteria: (1) achieve the required cumulative GPA in Table A and (2) successfully complete 67% of the total cumulative credit hours attempted at NMJC.

Action taken on a financial aid appeal is transmitted to the student in writing, via T-Bird web, or via email. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student must withdraw from classes. In other words, a student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule in the "Tuition and Fees Refund Policy" in the New Mexico Junior College Catalogue.

Students who have an academic progress appeal approved will be placed on financial aid probation status for the subsequent semester(s). While on financial aid probation status students must maintain a specified minimum semester index, a specified percentage of semester coursework, and graduate as planned or aid eligibility will be denied.

*This policy pertains only to applicants for federal, state of New Mexico, and NMJC-controlled aid programs, including most student loan programs.

If you have questions about the monitoring of satisfactory academic progress not addressed,
please contact the Financial Aid Office.

11-12 SAP Policy Updated May 2011