

# Satisfactory Academic Progress Policies

## Policy

In accordance with the U.S. Department of Education (CFR 668.16 (e) & 668.34), Red Lake Nation College (RLNC) has established minimum academic standards that students must adhere to in determining Satisfactory Academic Progress (SAP) for Title IV, HEA financial aid eligibility purposes. These standards which are published in the RLNC Catalog and Student Handbook apply to federal and state waivers that will be administered through the RLNC Financial Aid Office. The SAP standards for students receiving Title IV, HEA funding are the same for those students that do not receive federal aid enrolled in the same program.

This policy provides a consistent application of standards to all students within categories of students, e.g., full-time, part-time, undergraduate students and educational programs established by RLNC. The policy provides that a student's academic progress be evaluated at the end of each semester. RLNC will notify students of this policy and monitor the progress of all students receiving financial aid to insure their continued compliance. Students are expected to read, understand, and adhere to this policy.

In order to receive financial aid, the student must be enrolled in an eligible program of study that leads to a Certificate or an Associate's Degree. In addition, students must adhere to two different standards; qualitative standard which is the maximum length of time for which they may receive financial aid, maintaining the minimum grade point average (GPA); and quantitative standard which is to complete the number of credits required to meet the minimum pace of progression each semester. For further clarification of this policy, contact the Financial Aid Office.

## Quantitative Student Standard

### Maintain Pace of Progression

Successfully complete at least 67% of all credit hours attempted at RLNC in each term. The formula is as follows: Total number of credit hours successfully completed divided by total number of credit hours attempted (includes withdrawn courses) = pace of progression

Example:

Semester 1	Term Pace	Cumulative Pace
9 hours completed/12 hours attempted	=75%	9/12=75%
Semester 2		
6 hours completed/12 hours attempted	=50% Not meeting standard	15/24=62.5%
Semester 3		

12 hours completed/12 hours attempted	=100%	27/36=75%
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Completing a class means finishing the semester with a letter grade of D or higher, although, depending on the class, a final grade of D may require a student to retake the class. A student may repeat a class for grade forgiveness, but until the new grade is posted after a subsequent semester, for the purpose of Satisfactory Academic Progress, the financial aid office will use the existing grade. An F may be repeated as many times as necessary to receive a passing grade. A grade of D or higher may be retaken only one time.

For the purpose of determining satisfactory progress, grades “F” and “I” (incomplete) or “W” (withdrawal) and “D’s” for the semester will count toward determining the number of credits attempted. Accepted credits from previous colleges that apply to the student’s program of study will count toward pace of progression.

A student may receive financial aid for repeating a course, only after they have failed the course with an “F” and/or “D”, up to a maximum of three (3) times. College courses may be repeated only once such as to replace a “W” or “F” or to improve a grade of a “D.” Repeated courses must be identical and will be counted when calculating pace of progression.

## Maximum Timeframe

For an undergraduate program measured in credit hours, the maximum time frame cannot be longer than 150% of the published length of the educational program, as measured in credit hours. Periods of enrollment in which a student does not receive federal aid still count toward the maximum time frame. Students who have not completed their degree after two years of enrollment will be reviewed according to the standards outlined here. They must maintain a 2.0 GPA and be on course to graduate.

Example:

Degree Program	Required Credits	Maximum Credits
A.A. Liberal Education	62-64	96
A.A.S. Social and Behavioral Sciences	65-67	101

All accepted transfer credit hours that apply to the student’s program of study will be counted to determine financial aid eligibility. Transfer students will need to submit all previous academic transcripts to the Registrar and have them evaluated for transferability.

## Incomplete Classes

Incomplete classes will result in a grade of “I,” and will be considered the same as an “F” when evaluating SAP. A student MUST do the work to complete the class in order for the “I” to be changed to an actual letter grade (A, B, C, D, or F) by the last day to enroll in the following term.

## Qualitative Student Standard

Satisfactory academic progress is also monitored through students' grades. This monitoring of grades is equivalent to RLNC's policy on Academic Standing as mentioned in the RLNC Course Catalog, but also takes into account grades earned at previous institutions for new transfer students when determining SAP.

## Grade Point Average (GPA)

Students must maintain a grade point average (GPA) of 2.0 or better each semester he/she receives financial aid and must also maintain a cumulative GPA of at least 2.0 or better. Grade point averages will be reviewed at the end of each semester.

### **Students who do not meet SAP requirements will:**

- First, be placed on financial aid warning
- Second, if SAP is not met, student will be placed on Title IV, HEA suspension

At the end of each semester, the Financial Aid office will determine if you've met the SAP requirements by viewing the transcript of final grades in RLNC academic software which will show attempted hours, completed hours, and cumulative GPA. This will be used to determine SAP. Academic progress will be reviewed at the end of each semester to determine future Title IV, HEA eligibility. RLNC may disburse Title IV, HEA to eligible students only after it is determined that the student has met SP for the payment period.

If SAP is not met, then the following procedures come into effect.

## Financial Aid Warning

Students who fail to meet minimum SAP requirements (2.0 cumulative GPA or 67% pace of progression) for academic progress at the end of a payment period will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period despite a determination that the student is not making Satisfactory Academic Progress. Students placed on Financial Aid Warning must meet with the Financial Aid Advisor to complete an Academic Plan.

1. If the student is not meeting Satisfactory Academic Progress at the end of the Warning period, he/she will be placed on Financial Aid Suspension and will not be eligible for Title IV, HEA funds. However, the student may appeal the loss of their Title IV eligibility.
2. If a student is making SAP at the end of the Warning period, the student shall be returned to Good Standing SAP status with no loss of Title IV, HEA eligibility.
3. Financial Aid status will be assigned by the RLNC Financial Aid Advisor.
4. Reestablishing eligibility: if a student appeal is denied the student can reestablish eligibility by completing 6 credit hours with a 2.0 GPA at their own expense.

## Title IV, HEA Financial Aid Suspension

This is the status assigned to students who were previously on Financial Aid Warning and have failed to meet the academic progress requirements at the end of the Warning semester. Students are not eligible to receive Title IV, HEA funding, but may continue to enroll in classes if they are in good academic standing.

## Financial Aid Appeal Process

A student who loses their Title IV, HEA eligibility due to his/her inability to make SAP after a Warning period and thus placed on Financial Aid Suspension, with a loss of Title IV, HEA eligibility will have the right to appeal.

1. A student who wishes to appeal Financial Aid Suspension and loss of Title IV, HEA eligibility, must submit an Academic/Financial Aid Appeal Form to the Financial Aid Office within 14 business days after being notified that they are in a non-satisfactory progress status.
2. The student must describe and indicate what extenuating circumstances have kept them from meeting Satisfactory Academic Progress. Examples include hospitalization or extended illness, divorce, death of an immediate family member, returning to school after an extended period or other special circumstance. The student should attach documentation to support any claims made of extenuating circumstance. The student must also explain what changes have occurred or plan to implement that will enable them to meet Satisfactory Academic Progress requirements.
3. Once the appeal is received, the PASS committee will evaluate the appeal and provide a decision within ten (10) business days after the committee has met and evaluated the student's appeal. The Financial Aid Office will notify the student in writing and through their school portal of the decision. All decisions are final. If the appeal is approved, the student will be immediately placed in probation status and must complete an Academic Plan. If the appeal is denied, the student must sit out for one academic term before submitting another appeal.

## Lifetime eligibility used (LEU)

Please note that as of 7/1/2012, the Department of Education has imposed a 12 semester limit, measured by a percentage of Scheduled Awards disbursed (600%), for receiving PELL funds. This is un-appealable and is a federal directive applicable to all past and present PELL recipients.

## Withdrawals

To officially withdraw from RLNC, student initiates the withdrawal process by:

1. Obtaining a Withdrawal Form from the Registrar or the RLNC website.
2. Student completes the form with identifying information.
3. Student obtains the required signatures.
4. Student returns the form to the Registrar.
5. Student is officially withdrawn as determined by student signature and effective date.

If students do not complete the Withdrawal Form and vacates/abandons the school, this is considered an unofficial withdrawal. The last day of attendance is determined by the last academically related activity and will be used as the withdrawal date.

Enrolled students who choose to withdraw from enrollment in the college should follow proper withdrawal procedure. This procedure will expedite the processing of any qualified refunds. Withdrawal will also affect the student's ability to receive future student aid.

Students who desire to withdraw from the college must complete a form available in the Student Record's office. If this form is not completed at the time of withdrawal, the student will not be eligible for refunds or transcripts and will receive an "F" in each class instead of the "W" they might otherwise have received.

Students wishing to withdraw will complete a "Withdrawal Petition" form. This form is available from the Director of Student Records who will receive the completed and signed form. This serves as the official notice to the school that the student has withdrawn from their program and identifies the date of official withdrawal for refund purposes. The student record's office will notify the following offices by email that the student has withdrawn: the Financial Aid Office, the Academic Affairs office, the BURSAR's office, and the faculty. The form directs the withdrawing student to also consult with the Financial Aid Office for exit counseling.

Because students sometimes leave college without notifying anyone, the following additional guidelines are provided. The withdrawal date is considered to be the earliest of (1) the last day of class attendance, (2) the last day of documented academically related activity, or (3) the date the student submits the "Withdrawal Petition" form. Enrollment status will be determined on the add/drop date and no Pell recalculation will be made after that date. Disbursement will be made for enrollment prior to drop.

## Refunds

A refund fee schedule is included in the RLNC Catalog, Student Handbook, and posted on line at [www.rlnc.education](http://www.rlnc.education)

## Refund Policy

If you withdraw from the college, refunds will be granted as follows:

<b>Week of Withdrawal</b>	<b>Tuition, Room &amp; Board Credited</b>
First Week	Full refund
Add/Drop Date	100% refund
After Add/Drop Date	0% refund

After the add/drop date: No credit Fees: All fees are non-refundable

## Involuntary Withdrawal (Dismissal)

In the event that a student is expelled, RLNC will process a R2T4.

## Unofficial Withdrawal

Students who leave school without completing a withdrawal form, including obtaining the required clearance signatures listed on the form, will be considered to have “improperly withdrawn.” In those cases, no refund is granted to the student. If the semester balance is not paid in full, the student will be billed for the remaining balance.

Information on RLNC’s refund policy may be found in the most recent edition of the Red Lake Nation College Catalog at <https://rlnc.education/academics/catalog>.