

Financial Aid Satisfactory Academic Progress Policy

Satisfactory Academic Progress Requirements

Federal regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively. In accordance to these requirements, Keystone College has established the following standards to measure a student's academic progress for each academic year. These standards will be applied uniformly to all students when determining their eligibility for Federal and/or Keystone College Funding **regardless of whether the student previously received these funds**. Should a student fail to meet any of these requirements they are deemed *not eligible* to receive Federal and/or Keystone College funding until the deficiency is made up by the student.

Enrollment Status

Students enrolled for at least 12 credits per semester are considered "Full Time" for that semester.

Students enrolled for at least 9 credits but less than 12 credits per semester are considered "Three-Quarter Time" for that semester.

Students enrolled for at least 6 credits but less than 9 credits per semester are considered "Half Time" for that semester.

Students enrolled for less than 6 credits per semester are considered "Less Than Half Time" for that semester.

Satisfactory Progress

1. For Full Time Students, academic progress is defined as successful completion of no less than 24 credits per academic year.
2. For Three-Quarter Time Students, academic progress is defined as successful completion of no less than 18 credits per academic year.
3. For Half Time Students, academic progress is defined as successful completion of no less than 12 credits per academic year.
4. For Less Than Half Time Students, academic progress is defined as successful completion of all credits for which the student is registered.

Students who have not met the credit requirement are not eligible for Federal and/or Keystone College funding until the credit deficiency is made up.

In addition, students must meet the following minimum Cumulative Grade Point Average (CGPA) requirements:

1. At the end of the first year: 1.75
2. At the end of subsequent years: 2.00

Maximum Semesters of Aid Eligibility

Full Time Students may receive financial aid for a maximum of 12 semesters; Three Quarter Time Students may receive financial aid for a maximum of 16 semesters; Half Time Students may receive financial aid for a maximum of 24 semesters; Less Than Half Time Students may receive financial aid for a maximum of 40 semesters.

Students who are pursuing a double major or who change majors may be eligible for an extension of the time on an individual review basis.

Procedure for Checking Satisfactory Academic Progress

At the end of each fall semester, aid recipients are reviewed to determine the number of credits completed as well as the CGPA. If a student is lacking in either completed number of credits or the CGPA is below the requirement or both, a warning letter is sent indicating where the deficiency is and informs the student that they are now on "Financial Aid Probation". The letter will also inform the student of what they need to accomplish by the end of the spring semester.

At the end of the spring semester, aid recipients are again reviewed to determine if they have met the minimum credit requirements as well as earned the appropriate CGPA. If they have not, a letter is sent to each student informing them that they are not eligible for continued Federal and/or Keystone College funding until the deficiency is made up.

Academic progress for spring-admit students is checked at the end of the spring semester. If the student completed the required number of credits based upon their registration for the spring semester and meets the CGPA requirement, they are considered to have made progress and are eligible to continue receiving funding. If they have not met all requirements, they are placed on "Financial Aid Probation" for the following fall semester. Upon completion of the fall semester, their progress is reviewed again. If they have satisfied the requirements, they are considered making progress and their progress is then checked on a fall-spring basis. Students not making progress after the fall are notified of their ineligibility to receive continued funding and are informed of what they need to do to become eligible again.

Transfer Students

All transfer students will be treated as new students for the purpose of this policy except that students who transfer in 24 credits or more will be required to earn a CGPA of at least a 2.00.

Students Applying for Re-admittance to Keystone College

Any student applying to return to Keystone College will have their progress checked upon request of clearance from the Admissions Office. If at that time the student shows a deficiency in either requirement from previous semesters at Keystone College, they will be deemed ineligible for Federal and/or Keystone College funding until the progress is made up. These students will be notified immediately upon completion of review.

PHEAA State Grant

PHEAA state grant recipients who received assistance as full time students must complete a minimum of twenty-four (24) credits for every two terms of state grant assistance while those who received assistance as part time students must complete a minimum of twelve (12) credits for every two terms of state grant assistance. This requirement must be met even if the state grant was received for attendance at another institution.

Prior Institutional Course Work

Course work completed at an institution attended prior to a student's initial enrollment at Keystone College will not be used to determine a student's academic progress in terms of federal or institutional financial assistance.

Incomplete Work and Withdrawals

Incomplete work in a course, resulting in an "I" on the grade report will be counted toward the academic progress calculation. In addition, withdrawing from a course or a number of courses may affect a student's academic progress if the withdrawal causes a student to fall short of the minimum credits required for that term's academic progress requirement. Since financial aid assistance may have been previously awarded for the course(s) dropped, students may need to earn the credits at their own expense in order to make academic progress and remain eligible for financial aid assistance.

Re-Establishing Eligibility for Financial Aid

Credit Deficiency:

Students may make up a credit deficiency by attending Keystone College summer sessions or other sessions without aid. Or, students may take credits at another accredited institution as long as they will be accepted toward the student's degree objective. Once a student has made up the credit deficiency, it is the student's responsibility to notify the Financial Assistance & Planning Office and request to be reinstated.

Cumulative Grade Point Average Deficiency:

Students may make up a CGPA deficiency by attending summer sessions or other sessions without aid. In order for a CGPA deficiency to be made up, classes must be taken at Keystone College. Classes taken at other accredited institutions have bearing only on credit deficiencies and will not affect the CGPA deficiencies. Only credits transfer in – not the grade(s) earned. Once a student has reached the required CGPA, it is the student's responsibility to notify the Financial Assistance & Planning Office and request to be reinstated.

In both situations the Financial Assistance & Planning Office will verify that the deficiency has been made up and award aid if appropriate. If the Financial Assistance & Planning Office's findings are inconsistent with the student's, the student will be contacted and the results explained.

Appeals

Any student who has failed to meet the academic progress policy requirements due to extenuating circumstances may appeal the termination of their financial aid. Appeals must be made in writing to the Director of Financial Assistance & Planning and must include an explanation of the student's situation, along with a request for reinstatement. Any substantiating documentation should be submitted with the letter of appeal. All appeals must be submitted no more than 30 days after receiving notification that the student is no longer eligible. Based upon a review of the student's circumstances, the Director of Financial Assistance & Planning may make allowable exceptions to the academic progress requirements. All such appeals will be reviewed on an individual basis and will take into consideration special circumstances and improved academic performance.