

Undergraduate COSC Satisfactory Academic Policy

A student receiving federal financial aid, or any other financial aid that is directly administered or certified by Charter Oak State College, must maintain satisfactory academic progress towards the completion of a degree program of study. Satisfactory academic progress is measured for financial aid recipients by using a quantitative and qualitative standard. These standards are an assessment of a student's cumulative academic record and will be evaluated at the end of each semester.

All periods of a student's enrollment count when assessing progress, even periods when financial aid funds were not received.

Quantitative Standard (Course Completion Rate):

A student must successfully complete two-thirds (or 67%) of the course credits he or she completes (earned course credits/attempted course credits). All attempted course credits resulting in either a grade or a transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, pass/fail grades, and transfer credits (attempted or earned) will be included in the calculation for determining the quantitative component of satisfactory academic progress.

Qualitative Standard (Quality of Academic Performance):

A student must also maintain a cumulative minimum grade point average of "C" (2.00 Career GPA) in order to be making satisfactory academic progress.

Maximum Time Frame for Program Completion:

A student may receive financial aid for any attempted course credits in his or her program of study that do not exceed 150% of the published educational program length.

- A student enrolled in a 120-credit degree program may receive financial aid for a maximum of 180 attempted credit hours (120 x 1.5).
- A student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credits hours (60 x 1.5).

Notification Process to Student:

A student will receive notification of his or her satisfactory academic progress status prior to the start of their next semester. All SAP communications will be sent via the student's Charter Oak email account.

1. Financial Aid Warning:

COSC checks satisfactory progress at the end of each semester. Any student who fails to meet the College's minimum SAP standards will be placed on financial aid warning. The warning period is the student's next semester. The warning status will be communicated via the student's Charter Oak email account. The warning will include information that the student must meet the academic progress standard by the end of their next semester in order to maintain eligibility for all financial aid programs administered by the College.

2. Financial Aid Suspension (appeal, academic plans, and probation status):

A student who fails to meet the minimum satisfactory academic progress standard at the end of his or her **warning** period will become ineligible for financial aid at the College. The Office of Financial Aid will communicate this suspension status, via the student's Charter Oak email.

Appeal Process:

A student may request consideration for reinstatement to the financial aid programs through an appeal process as follows:

- If a student feels his or her failure to meet the minimum SAP standards was the result of an unusual or extraordinary situation that affected successful progression, the student may appeal to the Financial Aid Appeals Committee. Extenuating circumstances may include: illness or accident, death or illness of a relative, or other hardships beyond the student's control.
- The student must explain in writing why they failed to make SAP. Reason for the appeal must be substantiated with third party documentation. An example would be a doctor's note with diagnosis and illness start date, death certificate or accident report.
- ***The student must state what has changed in their situation that now allows them to demonstrate SAP at the next evaluation.***

Address Appeal to:
Financial Aid Appeal Committee
C/O Office of Financial Aid
Charter Oak State College
55 Paul J. Manafort Drive
New Britain, CT 06053

Appeals will be reviewed by the Financial Aid Appeals Committee. A written response from the Financial Aid Appeals Committee will occur within 15 working days of their decision.

An appeal will be approved only if the following conditions are met:

1. The Committee has determined, based on the appeal, that the student will be able to meet SAP standards by the end of their next semester. In this case, the student will be placed on financial aid probation for one semester.
2. Should an appeal be approved, and the student is not mathematically able to return to satisfactory academic progress at the conclusion of their next semester, an academic plan will be developed for the student. The purpose of the plan is to put the student on track towards successful degree completion. Students in this status are also placed on probation.

Academic Plan:

- Students with an approved academic plan will be placed on probation and progress will be reviewed at the end of their next semester. If the student meets the requirements of their academic plan, the student remains on probation and continues to be eligible for financial aid during their next semester.
- Students who fail to meet the terms of their academic plan in any subsequent semester will be terminated from the financial aid programs administered by the College.

Probation:

A student who successfully appeals is placed on financial aid probation for one semester if it is determined that they will be able to meet SAP standards by the end of the semester.

Students with an approved academic plan will be placed on probation and are required to meet SAP standards at the end of their next semester regardless of the timeline outlined in their academic plan of study.

3. Termination

- If a student's appeal is denied, they are terminated from all financial aid programs administered by the College.
- Students who have been placed on probation, and fail to make satisfactory academic progress at the end of their next semester, will be terminated from all financial aid programs administered by the College.

The termination status will be communicated via the student's Charter Oak email account.

Reinstatement of Financial Aid:

To have financial aid eligibility reinstated, a student may make up the credit hour and/or grade point average deficiencies in a subsequent semester(s) without receipt of federal financial aid for that period of enrollment.