

DALLAS COUNTY COMMUNITY COLLEGES

STUDENT FINANCIAL AID

Rules and Satisfactory Academic Progress Policy

To comply with applicable laws and accreditation standards, the DCCC has developed a policy describing Satisfactory Academic Progress (SAP) for both applicants and recipients of student financial aid. The following SAP Policy measurements are effective with the Fall 2004 semester. These measurements shall be used to determine student eligibility for all need-based financial assistance, unless the terms of a particular grant or funding source state otherwise.

QUALITATIVE PROGRESS MEASUREMENT	
Minimum Cumulative Grade Point Average	
A Cumulative Grade Point Average (CGPA) of 2.00 or higher must be maintained each award year in order for a student to receive financial aid. Students who do not conclude an award year with the minimum CGPA will be placed on Financial Aid Suspension.	
QUANTITATIVE PROGRESS MEASUREMENT #1	
Required Number Credit Hours Completed	
Each fall and spring semester of an award year, students must complete a minimum number of credit hours from all hours attempted. Students who do not complete the minimum hours required during the award year will be placed on Financial Aid Suspension. Grades of "W", "WX", "E", "F" and "I" will be counted as hours attempted, but will not be counted as hours completed. The completion requirements do not apply to summer enrollment periods and are as follows:	
Hours Attempted	Hours Required to Complete
24 or more	18
18 – 23	12
12 – 17	9
6 – 11	6
5 or less	Must Complete All
QUANTITATIVE PROGRESS MEASUREMENT #2	
Maximum Time to Complete a Degree/Program	
Students may apply for, and if eligible receive, financial aid for no more than 99 attempted credit hours. Credit hours transferred to a DCCC program are counted toward the 99 hour maximum. To complete an educational program within the maximum hours allowed, students should file a degree plan or establish a transfer plan and enroll in courses that apply to their declared degree or transfer program. Students who have attempted 99 credit hours are suspended from financial aid regardless of their CGPA.	
QUANTITATIVE PROGRESS MEASUREMENT #3	
DCCC College Stop-Outs	
Financial Aid applicants who return to a DCCC college after a "stop-out" of one or more years will be placed on financial aid suspension if the total DCCC credit hours completed is less than 75% of all DCCC hours attempted.	
FINANCIAL AID SUSPENSION	
A student who fails to meet the SAP will be placed on Financial Aid Suspension for at least one award year. During the Suspension, the student will not be eligible to receive financial aid. To regain financial aid eligibility, a student must pay the expenses related to enrollment during the next award year and satisfy all SAP requirements.	
APPEAL PROCESS	
A student who is placed on Financial Aid Suspension may petition the Financial Aid Office (FAO) to consider mitigating circumstances that resulted in the student's inability to meet the SAP requirements. The appeal must be in writing and supporting documentation regarding the circumstances must be attached (i.e. medical statements, divorce documents, letters of unemployment, etc.). The student will be notified by the FAO when a decision regarding the appeal has been determined. If the FAO denies the petition, the student may follow the same written procedure to appeal to the college administrator who oversees the FAO.	
DCCC FINANCIAL AID TERMINATION	
If failure to meet SAP results in three suspensions, the student will be terminated from the DCCC Financial Aid program.	

OTHER IMPORTANT FINANCIAL AID INFORMATION AND RULES	
Developmental Course Work	
An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours in developmental/remedial course work. Once the 30 credit hour maximum is reached, additional developmental credit hours will not be used to calculate the award amount. Developmental hours are not included in the calculation of the overall maximum time frame to complete the student's academic program.	
WARNING	
Repayment of Federal Funds	
Students who receive federal financial aid and withdraw from all Fall 2005 courses on or before November 12, 2005 or all Spring 2006 courses on or before March 29, 2006, or all summer courses on or before June 24, 2006, will be required to repay a portion of the federal aid received. Students who complete an enrollment period with a grade of F in all courses will be required to repay a portion of financial aid received unless an instructor documents that the student participated in the class through the 60% point of the enrollment term.	
Financial Aid Will Not Pay For:	
Courses taken by audit	Credit hours earned by placement tests
Fall 2005 courses registered after 09/12/05	Spring 2006 courses registered after 01/30/06
Summer courses registered after 06/08/06	Transfer students attending for summer only
FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP) RESTRICTIONS	
In accordance with federal regulations, a school must verify that a loan recipient is meeting SAP each time funds are released to the student. Students who have been awarded money under the FFELP will have all or part of their loan canceled if they are not meeting SAP at the time loan funds are available for disbursement. The student will not be considered for future loans until the SAP requirements have been met. Other restrictions related to college default management plans may apply to loan applicants.	
SUMMER ENROLLMENT & THE SAP	
When calculating the SAP status, summer hours attempted will be counted toward the 99 credit hour maximum and summer grade points earned will be calculated as part of the cumulative grade point average. The rule pertaining to completion of a minimum number of attempted credit hours will not be calculated for summer enrollment.	
AWARD YEAR & AWARD PERIOD, WHAT'S THE DIFFERENCE	
The financial aid award year begins annually on July 1 and ends on June 30. An award period refers to a specific period of time within the award year.	

We invite you to contact your [Financial Aid Office](#) with questions or concerns.

"Educational opportunities are offered by the Dallas County Community Colleges without regard to race, color, age, religion, national origin, sex, disability or sexual orientation."

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