

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## STUDENT FINANCIAL AID

### Rules and Satisfactory Academic Progress Policy

The DCCCD requires students who receive financial aid to maintain the following standards of Satisfactory Academic Progress (SAP). These measurements are effective with the Fall 2008 semester. All SAP measurements are calculated annually at the end of the spring semester for all programs greater than one year in length. Certificate programs that are one year or less in length are evaluated at either the end of the fall semester or at the midpoint of the program, whichever comes first.

#### 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 to receive financial aid. You must have at least a 2.00 CGPA when SAP is calculated each year or you will be placed on Financial Aid Suspension.

#### QUANTITATIVE PROGRESS MEASUREMENT #1

##### Number Credit Hours Required to Complete

You must complete a minimum number of hours each year based on the number of hours that you attempted. For a more detailed explanation of this measurement, please visit the [DCCCD Financial Aid Web Pages](#). In simple terms, if you are going at least half time (6 hours or more) you must complete at least 67% of your enrollment successfully. If you are just taking a course or two which are less than 6 hours, you must complete 100% of your enrollment successfully.

To use the chart below, add the hours for which you enrolled in the fall and spring semesters. You must complete no fewer than the corresponding number of hours listed in the right column with a grade of "A", "B", "C", "D", or "E" in order to meet this requirement for continuing your financial aid eligibility.

Hours Attempted	Hours Required to Complete
24	17
23	16
22	15
21	15
20	14
19	13
18	13
17	12
16	11
15	11
14	10
13	9
12	9
11	8
10	7
9	7
8	6
7	5
6	5
1 - 5	Must Complete All

#### QUANTITATIVE PROGRESS MEASUREMENT #2

##### Maximum Time to Complete a Degree/Program

You may apply for, and if eligible, receive financial aid for attempted credit hours that do not exceed 150% of the minimum number of hours required to complete your declared program of study. When SAP is calculated, students who have attempted 150% of the allowed number of credit hours, or for whom it would be mathematically impossible to complete a program of study within the 150% maximum, will be placed on Financial Aid Suspension regardless of their CGPA, and regardless of whether or not financial aid was received during previous semesters. For a more detailed explanation of this measurement, please visit the [DCCCD Financial Aid Web Pages](#).

You are expected to complete a program of study in the scheduled amount of time. You will be placed on FA Suspension at the end of the year in which you exceed the maximum number of attempts as described above. Students may not be allowed financial aid funding for multiple changes of programs for the purpose of extending financial aid eligibility.

## 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 period of suspension, the student will not be eligible to receive financial aid. To regain financial aid eligibility, a student must pay the expenses related to at least half-time enrollment during the period of suspension and satisfy all SAP requirements. After meeting all SAP requirements, the student must request reinstatement of eligibility in writing to the [Financial Aid Office](#).

## 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 typed and must include supporting documentation regarding the circumstances (i.e. medical statements, divorce documents, letters of unemployment, etc.). The student will be notified by the FAO within five days after a decision has been made regarding the appeal. If the FAO denies the petition, the student may follow the same written procedure to appeal to the college administrator who oversees the FAO.

## OTHER IMPORTANT FINANCIAL AID INFORMATION AND RULES

### Aid Paid on Funded Enrollments Only

An otherwise eligible student may only receive federal financial aid payments (Pell, SEOG, Work-study, Stafford Loans) for attempted credit hours that do not exceed one and one half times the minimum number of hours required to complete the student's declared primary program of study. Students who have attempted the maximum allowed number of credit hours, or for whom it would be mathematically impossible to complete a program of study within the maximum time limit, will be blocked from receiving additional federal financial aid disbursements. If you are a transfer student, you must submit official transcripts from all previous colleges before the end of your first semester; or, second semester aid will be canceled. For a more detailed explanation of this disbursement policy, please visit the [DCCCD Financial Aid Web Pages](#).

### 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. Students taking ESOL classes may appeal to the Financial Aid Office to exclude ESOL classes from the 30-hour maximum if additional ESOL classes are necessary after 30-hour maximum has been reached. 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 2008 courses on or before October 31, 2008 or all Spring 2009 courses on or before March 26, 2009, or all summer 2009 courses on or before June 22, 2009, 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 2008 courses registered after 09/09/08	Spring 2009 courses registered after 02/03/09
Summer courses registered after 06/09/09	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 the [DCCCD default management plan](#) may apply to loan applicants.

## SUMMER ENROLLMENT & THE SAP

When calculating the SAP status, summer hours attempted will be counted toward the 150% 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.

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

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

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