To receive financial aid students must maintain satisfactory academic progress toward their degree or certificate. The Mid Michigan Community College (MMCC) Standards of Satisfactory Academic Progress governs all federal and many state financial aid, grant, loan, and work-study programs. Students who have attempted 14 or more credits will have their academic records reviewed yearly for satisfactory academic progress. Students enrolled in certificate programs or are on Level 2 Probation are reviewed at the end of each semester.

**STANDARDS OF PROGRESS**

There are three elements in the MMCC Standards of Satisfactory Academic Progress:
- The grade point average (GPA) students must maintain,
- The number of credit hours students must complete, and
- The maximum credit hours for which students may receive financial aid.

**Element 1**
Students must maintain a cumulative grade point average of not less than the following:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-29</td>
<td>1.50</td>
</tr>
<tr>
<td>30 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Element 2**
Students, who have attempted 14 or more credits at MMCC, must satisfactorily complete 67% of those credits, whether or not financial aid was received. Any student attempting 6 or more credits in a semester that fails and/or withdraws from all credits will be immediately suspended.

2. Grades of W, I, and F are not considered passing, and must be considered attempted credits.
3. The highest grade of a repeated class is used when calculating a cumulative GPA.
4. Remedial course work is included in the number of attempted credits.

**Element 3**
1. Federal Regulations state that a student cannot receive Title IV funds for more than one and one-half times the required credit hours needed to complete a specific degree or program. In other words, if an Associate’s Degree normally takes 62 credit hours to complete, a student cannot attempt more than 93 credit hours toward that degree and still receive aid (62 \times 150\% = 93). Attempted credit hours include incomplete, withdrawals, repeated, transfer credits and remedial courses. Students who reach the upper limit of attempted credit hours for their program of study will have their aid eligibility suspended.

**SUSPENSION**

Students not meeting Elements 1, 2, or 3 will be suspended and not eligible to receive Financial Aid until they attain the requirements or successfully file an appeal. See the Reinstatement and Appeal Progress below.

**REINSTATEMENT**

Students will regain eligibility for financial aid when they meet all of the overall Standards of Progress (see Elements 1, 2, 3). If the student was suspended for dropping all classes but still meets the overall Standards of Progress, the student is ineligible for financial aid for the next semester (Fall, Winter, or Spring) immediately following the semester of the total drop. Students seeking reinstatement must advise the Financial Aid Office when they meet the requirements.
**APPEALS – LEVEL 2 - FINANCIAL AID ACADEMIC PROBATION**

Students who have been suspended from financial aid for failure to meet Standards of Progress have the right to appeal. All appeals must be submitted in writing on the Satisfactory Academic Progress Appeal Form to the Financial Aid Office. Appeals are generally limited to one per student.

**Elements 1 & 2**

Students submitting appeals should state the reasons why satisfactory progress was not made and discuss actions that have been or will be taken to meet satisfactory progress requirements in the future. Mitigating circumstances beyond the control of students, such as injury, illness, death of an immediate family member, or other special circumstances may be grounds for successful appeals. Documentation supporting the reasons for the appeal may be required by the reviewing Financial Aid Officer.

If appeals are approved students will be placed on Financial Aid Probation. Conditions of probation may include limiting the number of credits or classes the student can attempt, requiring the student to develop an educational plan, meeting with staff for the approval of a class schedule, etc., or other conditions that may be appropriate.

Satisfactory academic progress for students on probation will be reviewed at the end of each semester. Students on probation must meet all the overall Standards of Progress (see Elements 1, 2, 3) or complete at least 2/3 of their semester attempted credits and obtain a minimum semester GPA of 2.0. Students meeting these criteria will continue on probationary status. Students who fail to meet these requirements will return to a suspended status.

### Minimum Semester Completion Rates for Probation Students

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>3-5</th>
<th>6</th>
<th>7</th>
<th>8-9</th>
<th>10</th>
<th>11-12</th>
<th>13+*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must Complete</td>
<td>All</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>*see FA Advisor</td>
</tr>
</tbody>
</table>

**Element 3**

A student with mitigating circumstances may file a written request for an extension of eligibility. Transfer credits and program changes will be considered when approving an appeal and will be used in determining the amount of credits eligible for financial aid. If an extension is granted, the student will be allowed to receive aid for the additional number of approved credits. It is the student’s responsibility to complete the classes required to obtain their degree.

**Appeal Committee**

All appeals are reviewed by the Financial Aid Committee. The student will be notified in writing of the committee’s decision.

If the first appeal for Elements 1, 2, or 3 is denied and the student feels there are circumstances that were not considered in the first appeal, a second appeal may be made. Second appeals must be made in writing to the Director of Financial Aid, who will convene the Financial Aid Advisory Committee to review the appeal. The Director will inform the student of the Advisory Committee’s decision within ten business days. The Committee’s Decision will be considered to be final. The Financial Aid Advisory Committee is made up of the following membership: Dean of Student Services, Financial Aid Director, one Financial Aid Officer, one Admissions Office Representative, and one Faculty Member. A minimum of three members is required to review a student appeal.