

6-14

**STATEMENT ON SATISFACTORY PROGRESS**

1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.
4. Satisfactory completion of fifty percent of the credits attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing.
5. Students who have completed 11 or fewer credits whose Cumulative Grade Point Average (CGPA) falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 2.0, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester.
7. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
8. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
9. An appeals process will be established by each college, which provides for due process.
10. College procedures will be included in appropriate publications and communications.

**NOTE:** Financial aid recipients, please see page 35:  
**SATISFACTORY ACADEMIC PROGRESS POLICY FOR  
 STUDENT FINANCIAL AID RECIPIENTS**

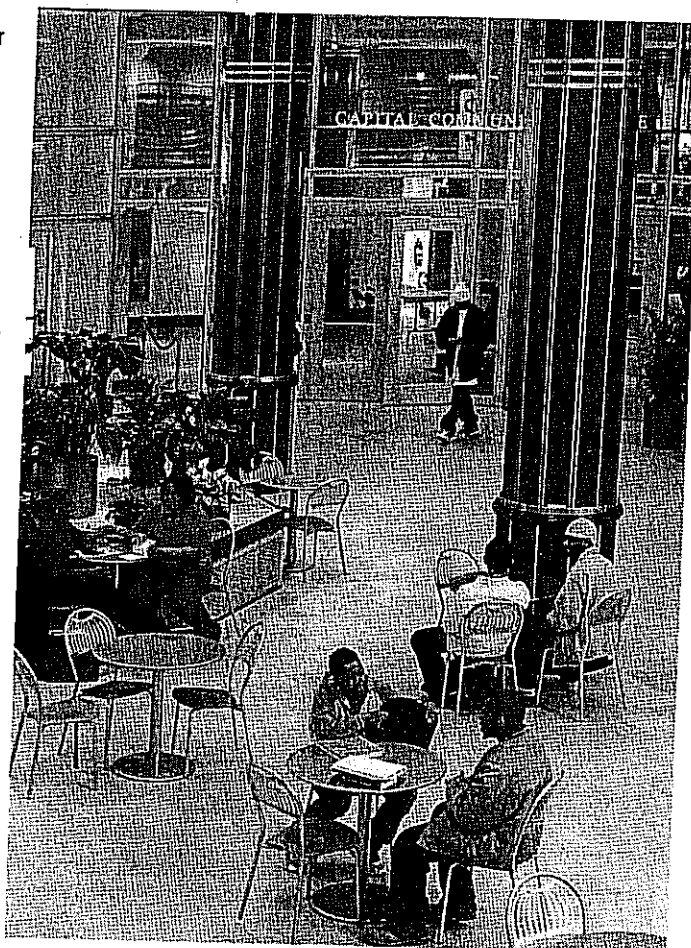
**INCOMPLETE WORK**

An Incomplete is a temporary grade assigned by a faculty member when course work is missing and the student agrees to complete the requirements. To request an incomplete obtain the required form from the counseling office and have it signed by the instructor. Assignment of an Incomplete is at the discretion of the faculty and is typically used when there are extenuating circumstances, such as illness. Students receiving an Incomplete must submit the missing course work by the tenth week of the next semester. Automatically an Incomplete grade (I) becomes an F if the course work is not completed within the proscribed time lines. All Incompletes must convert to a letter grade by the end of the next semester. Students with Incompletes are temporarily ineligible for semester or graduation honors.

**REPEATED COURSES: CREDIT AND GRADES**

No course for credit may be repeated more than twice. The highest grade received will be used in calculating the student's academic average. A student may not repeat a course for credit when a grade of "C" or better was earned; such a course may be repeated for an automatic grade of Audit. If a course in which an "F" or a "D" is repeated and passed, only the higher grade is calculated in the Quality Point Ratio, although the lower grade remains on the transcript.

Any repetition of a previously taken course will not confer credit if credit for the course was transferred from another institution. Courses for which a student has received "W", "AW", or "AU" are not affected by this policy.



6.14

**FINANCIAL AID PROGRAMS**

The primary function of the Financial Aid Office is to provide financial aid to students who would otherwise be unable to attend college due to economic limitations.

Capital Community College provides a variety of financial aid programs in the form of scholarships, grants, loans and jobs to eligible students. The amount and type of aid received is dependent upon the student's financial need as well as annual federal and state allocations.

Financial Aid Office personnel are available to assist students in all phases of the financial aid process and in the financial planning aspects of higher education. They will answer any questions pertaining to financial aid and give counsel as needed.

In order to receive financial aid, students must:

- Be accepted for admission to the college and enrolled in a degree or eligible certificate program;
- Be a citizen or permanent resident of the United States or Trust Territories;
- Be in good academic standing and making satisfactory academic progress;
- Be in compliance with draft regulation requirements;
- Not be in default on any previous student loan;
- Not owe a refund to any Title IV Higher Education Grant Program (i.e., Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, State Student Incentive Grant) at any institution.

All application materials must be received on or before the dates listed below to ensure that an award decision will be made prior to the registration periods and the commencement of classes.

**FALL SEMESTER**

June 15 Returning Students

**SPRING SEMESTER**

December 1 All Students

Applications are accepted on a continuing basis throughout the year. However, since funds are limited, applicants are urged to file early and plan in advance. Financial aid is granted on a one-year basis; students must apply for assistance each year.

A student may become a candidate for financial aid by completing the following:

1. The Application for Admission to the College. Financial aid applicants must be enrolled in a degree or certificate program. Students should contact the Enrollment Services Office for information and an application.
2. A Free Application for Federal Student Aid (FAFSA), with Capital Community College designated as the college you plan to attend. (Title IV Code: 007635)
3. Students who adjust their course load or withdraw from the College will be subject to an automatic adjustment in their financial aid award. The adjustment is determined by a federal government formula.

Students are likely to receive some portion of their financial award by direct payments, which are made once each academic term.

Because financial aid must be used solely for educational expenses, students withdrawing from the College or not meeting attendance requirements may not be eligible for such direct payments. Students accepting financial payments to which they are not entitled must repay these monies.

Information on the cost of attendance, refund policy, academic standing, and admission requirements may be found in other sections of this catalog.

**ELECTRONIC FILING**

Capital Community College provides students with a method to electronically apply for student financial aid. A step-by-step guide to help you through this process is available to you on our website at [www.ccc.commnet.edu](http://www.ccc.commnet.edu).

*Please feel free to e-mail us at [CA-FinAidHelp@ccc.commnet.edu](mailto:CA-FinAidHelp@ccc.commnet.edu) or call us at (860) 906-5090 if you need further assistance.*

**SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS**

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the college must maintain satisfactory academic progress towards the completion of a certificate or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative and qualitative standards and is an assessment of a student's cumulative academic record at the college.

A student must complete successfully two-thirds (66.6%) of the credits (earned credits/attempted credits) s/he attempts. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in the quantitative calculation. Incomplete courses, course withdrawals, course repetitions, and noncredit remedial courses (with appropriate credit equivalency evaluation) will be included in this assessment. Transfer credits will be counted as attempted and earned credits in the calculation for determining satisfactory academic progress.

A student must also maintain a cumulative minimum grade point average as noted below to be making satisfactory academic progress and be eligible to receive financial aid.

Earned Credits	Minimum GPA
≤15.99	1.50
≥16.00	2.00

A student's cumulative academic history will be evaluated prior to each term's financial aid disbursement. This policy will be used to evaluate full-time and part-time students.

**Probation Period**

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Financial Aid Probation once. The probationary period will be the student's next semester of enrollment at the college. The college will communicate the Probation status to the student and inform the student that s/he must meet the academic progress standard by the end of the Probation Period in order to maintain eligibility to participate in the financial aid program at the college.

**Termination**

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the financial aid program at the college. The college will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student.

**Maximum Credit Hours**

A student may receive student financial aid for any attempted credits in his/her program of study that do not exceed 150% of the published length of the student's educational program at the college. For example, a student enrolled in a 60-credit degree program may receive financial aid for a maximum of 90 attempted credit hours. Similarly, a student enrolled in a 30-credit certificate

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## SATISFACTORY ACADEMIC PROGRESS POLICY FOR STUDENT FINANCIAL AID RECIPIENTS

CONTINUED FROM PREVIOUS PAGE

program may receive financial aid for a maximum of 45 attempted credit hours. Any attempted credits at the college must be included in the calculation. This 150% maximum credit hours rule is applicable to students who change majors or who pursue a double major.

### Reinstatement Policy

A student's financial aid eligibility will be automatically reinstated at such time as the student meets the minimum satisfactory academic progress requirements. Reinstatement to the financial aid program may also occur upon a successful appeal by the student.

### Appeal Process

Each college must develop an appropriate Appeal Process providing specific procedures under which a student may appeal a determination that the student is not making satisfactory progress. A student may request reinstatement to the financial aid program through the Appeal Process.

## FEDERAL PELL GRANT PROGRAM

The Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added.

## FEDERAL STAFFORD LOAN PROGRAM

This program provides low interest loans to students seeking assistance in financing their education. The loans are administered through banks, credit unions and savings and loan foundations. The interest rate is variable and may change every July 1, but may never exceed 8.25%. There are two types of Federal Stafford Loans. A subsidized Stafford Loan is awarded on the basis of financial need. You will not be charged interest before you go into repayment or during authorized deferment periods. An unsubsidized Stafford Loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. These loans are available to students who are enrolled at least half-time and maintain good academic satisfactory progress.

## FEDERAL PLUS LOANS

The Federal Plus Loans are loans for parents to borrow. This type of loan enables parents with a good credit history to borrow a loan to pay for the education expenses for each of their dependent undergraduate children who are enrolled at least half-time and maintain good academic satisfactory progress.

## CAPITOL SCHOLARSHIP PROGRAM

This scholarship is need based and is sponsored by the Connecticut Department of Higher Education. It is not a scholarship offered by Capital Community College. Awards are given to students with outstanding academic achievement who have the greatest financial need.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Students must be PELL Grant eligible in order to receive this grant.

## CAPITAL COMMUNITY COLLEGE GRANT

This program provides grants in varying amounts to students demonstrating financial need. Eligibility requires that a student be a Connecticut resident.

## CONNECTICUT AID TO PUBLIC COLLEGES (CAP) GRANT

This program provides grants in varying amounts to students demonstrating financial need. Eligibility requires that a student be a Connecticut resident.

## STUDENT EMPLOYMENT

Recipients of financial aid from CCC may be assigned a part-time job as part of their financial aid package of assistance. Jobs have been established in all areas of the College and hours are flexible and can be arranged to suit a student's academic schedule. Depending upon their financial need and the availability of funds, students may work a maximum of fifteen hours per week during academic periods and up to thirty-five hours during vacation periods. Monies to employ students are provided from the three programs listed below.

## FEDERAL WORK STUDY PROGRAM (FWS)

The Federal Work-Study Program provides jobs both on- and off-campus to students who demonstrate a need for financial aid. Students have the opportunity to seek employment in Community Service positions in the local area. This includes the "America Reads" program, which allows students to work as reading tutors in grades K-3 in local elementary schools.

## CONNECTICUT STATE WORK STUDY PROGRAM

This program was established to provide part-time job opportunities at the College. Eligibility requires that the student be a Connecticut resident and in need of earnings to help meet the costs of post-secondary education.

## STUDENT LABOR

Job opportunities, other than those funded by the federal and state governments, may be available to students who have a desire to earn money to help pay their educational expenses. Visit the Financial Aid Office to learn more about these opportunities.

## TRANSFER SCHOLARSHIPS

Students graduating at the end of each academic year who plan to transfer to a four-year college are encouraged to apply for various transfer scholarships. Each scholarship program has specific requirements that must be met. The following is a list of existing scholarship programs:

- Dr. Arthur C. Banks, Jr., Transfer Scholarship
- President-to-President Scholarship
- Central Connecticut State University/Community College Scholarship
- Eastern Connecticut State University

Applications and further information are available in the Financial Aid Office.