

## **Satisfactory Academic Progress**

In order for students to maintain their financial aid eligibility, they must demonstrate satisfactory academic progress (SAP). Satisfactory academic progress is measured both quantitatively (pace of progression) and qualitatively. In addition, students must be on pace to complete their program of study before reaching the 150% maximum timeframe limit.

Federal regulations require all financial aid recipients to adhere to the standards of SAP. Financial aid recipients who fail to meet SAP standards, may be in jeopardy of losing their financial aid eligibility.

### **Requirements for Satisfactory Academic Progress**

Satisfactory academic progress means a student is successfully completing all coursework and proceeding in a positive manner toward fulfilling program requirements in a specific length of time. A student's satisfactory academic progress is evaluated using the Academic Transcript for SAP after a student completes the required number of credits in a payment period.

Satisfactory academic progress is achieved by meeting all of the SAP standards listed below.

### **SAP Standards**

#### **Quantitative Progress**

Quantitative progress is a measurement of the pace at which a student is progressing towards program completion. The pace of progression is calculated by dividing cumulative credit hours completed or earned by the cumulative credit hours scheduled. Students must successfully complete 70% of the scheduled credit hours at each evaluation of academic progress.

Students failing to meet the standards of quantitative progress will be given an SAP Warning and will be placed on Financial Aid Warning for the next payment period. Students will be taken off Financial Aid Warning after meeting the standards of quantitative progress. Students will lose financial aid eligibility if the requirement is not met by the end of the time limit provided.

#### **Qualitative Progress**

Qualitative progress is a measurement of a student's academic progress. The student's cumulative grade point average (CGPA) is reviewed to determine qualitative progress. A student must earn a minimum passing grade of 75% in each course and maintain a minimum CGPA of 2.00.

If a student fails to meet the minimum standards of qualitative progress (e.g. CGPA of 2.0), then he/she will be given an SAP warning and will be placed on Financial Aid Warning for the next payment period.

Students who demonstrate improvement in their CGPA and meet the minimum CGPA requirement at the end of the Financial Aid Warning period, will be considered to have met SAP

standards. Their status will be restored to Good Standing. Students will lose financial aid eligibility if the minimum CGPA requirement is not met by the end of the Financial Aid Warning period.

### **Maximum Time Frame**

All program requirements must be completed within a maximum time frame of 150% of the normal program length. For example, a student enrolled in a 66 credit program must complete the program before exceeding 99 attempted credits. If it appears that a student will not complete the program during the maximum time period, the student may be dismissed from school. Financial aid students cannot receive aid for more credits than those for which the program is approved.

### **Frequency of SAP Evaluations**

For term-based programs, SAP evaluations are conducted at the end of each semester/term and at least twice each academic year. For non-term programs, SAP evaluations are conducted at the end of each payment period.

### **SAP Evaluation Statuses**

#### **Good Standing**

A student is in Good Standing if one of following conditions exists:

- 1) No grades have been posted.
- 2) SAP has not been evaluated.
- 3) A student is meeting minimum SAP requirements at the time of evaluation.
- 4) A student regained Good Standing after being placed on Financial Aid Warning or Financial Aid Probation.

#### **Financial Aid Warning**

If a student fails to meet SAP standards for any evaluation period, he/she will be given an SAP warning and will be placed on Financial Aid Warning for the next payment period. A warning means you are still eligible for federal student aid for one payment period and must improve your academic standing in order to avoid loss of federal student aid.

Students will be notified in writing when they are placed on Financial Aid Warning and the steps necessary to be removed from the warning status.

If a student is on Financial Aid Warning, he/she will need to meet SAP standards at the next mandatory SAP evaluation point. If the student fails to return to Good Standing at the next evaluation point, he/she will be suspended from participating in financial aid programs.

#### **Financial Aid Probation**

A student who is suspended from participating in financial aid programs may submit an appeal. If the appeal is successful, the student will be placed on Financial Aid Probation and will regain financial aid eligibility for one probationary semester.

If the SAP standards are met by the next scheduled evaluation period, the student's status will be restored to Good Standing. Once a student has returned to Good Standing, any previous academic issues will have no future bearing on the student's status.

### **Consequences of not Meeting SAP Standards**

- The student is placed on Financial Aid Warning
- The student will receive written notification explaining the impact that the Financial Aid Warning status will have on his/her financial aid eligibility.
- A student placed on Financial Aid Warning will be eligible to receive financial aid for one semester/term or evaluation period.
- A student on Financial Aid Warning who fails to meet SAP standards by the next evaluation period will no longer be eligible to receive financial aid.
- A student who loses financial aid eligibility can submit an appeal. If the appeal is successful, the student will be placed on Financial Aid Probation.

### **SAP Appeals**

An SAP appeal is the process in which a student petitions the school to reconsider his/her eligibility to receive financial aid. An appeal is only submitted after a student has lost financial aid eligibility. This occurs when the student fails to meet the minimum standards of satisfactory academic progress at the end of a semester/term or evaluation period in which he/she was on Financial Aid Warning.

#### **Formal Appeal Process:**

1. All SAP appeals must be made in writing.
2. The appeal should clearly state why the student was unable to meet SAP standards. It should further explain what has changed that will allow the student to meet SAP standards at the next evaluation.
3. The SAP appeal form must be submitted to the financial aid department within 5 business days of determination.
4. All appeals should be based on mitigating circumstances such as the death of a relative, an injury or illness, or other special circumstances.
5. Appeal documents will be reviewed by an academic affairs officer and the program director, and a decision will be made and reported to the student within 15 calendar days.
6. The SAP appeal will be approved if the school determines that the student will be able to meet SAP standards by the next evaluation.
7. If the SAP appeal is successful, the student will be placed on Financial Aid Probation and will regain financial aid eligibility for one probationary semester.
8. If the SAP appeal is not successful, the student will no longer receive financial aid. The student is able to reestablish financial aid eligibility by meeting all SAP standards by the end of the next semester/term or evaluation period.
9. Students can only submit one SAP appeal throughout the duration of their program.

## **Academic Plan**

An academic plan is a documented action plan that demonstrates how a student will be able to meet satisfactory academic progress standards. The academic affairs officer and/or the program director will work with the student to create the academic plan. The purpose of the academic plan is to ensure the student is able to meet SAP standards by the next evaluation period. The academic plan should not exceed more than one payment period.

## **Transfer of Credits**

Transfer credit from another institution/organization that is applied toward the student's program of study will be used in the calculation of the completion rate and maximum timeframe, but it will not be used in the calculation of the student's CGPA.

## **Repeated Coursework**

A student can repeat a failed course as often as needed and still receive financial aid. Once the student has passed the course, the student can only receive financial aid for one additional repeat of the course. When repeating a course, only the highest grade earned will be used in the CGPA calculation. All attempted courses are counted toward the course completion rate and the maximum timeframe for program completion.

## **Course Withdrawals**

Any courses that result in a withdrawal, Incomplete grade, or failing grade do not count as successfully completed courses, but do count as attempted credits. These courses will also be used to determine enrollment status and maximum timeframe. Withdrawals and Incomplete courses are not included in the calculation of the CGPA.