

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations (34 CRF 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid.

To receive funds administered by the College’s financial aid office, students must be making Satisfactory Academic Progress toward completion of an eligible degree or certificate. Federal regulations require evaluation of both quantitative and qualitative academic progress. A maximum time frame of 150% is also given for degree or certificate completion.

All periods of enrollment at the college and any acceptable transfer credits are included in the measurements of SAP. Terms in which the student enrolled but did not receive financial aid are also included in SAP calculations.

GUIDELINES

The academic year at the College for financial aid begins with fall and concludes with summer. Satisfactory Academic Progress will be measured at the end of fall, spring, and summer terms.

Beginning with fall 2019, students enrolling at the College for the first time as a transfer student are considered initially to be meeting SAP. The measurement of SAP will be made at the conclusion of the first enrollment term and will include all accepted transfer credit.

Students being re-admitted will have SAP reviewed based on their prior academic record at the College.

Students who have been academically suspended from the College and are re-admitted to the school, are not automatically eligible for financial aid. If he/she is not meeting SAP guidelines, an approved appeal is required to receive aid.

For financial aid purposes, being enrolled in a course for credit (or remedial coursework) beyond the official drop/refund deadline counts as an attempt. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid.

SATISFACTORY ACADEMIC PROGRESS NOTIFICATION

SAP notices for students in Warning and Suspension status will be sent via their institutional email after grades are posted. Students who submit SAP appeals will also be notified of the Appeal Committee’s decision via institutional email. It is the responsibility of the students to monitor their progress. The absence of an email notification of SAP status is not grounds to dispute financial aid eligibility.

MEASUREMENTS OF SATISFACTORY ACADEMIC PROGRESS

Any student ending a term with a 0.0 GPA is automatically placed on suspension.

**Qualitative (GPA) Standards**

Maintain a minimum, term and cumulative 2.00 grade point average (GPA). Remedial courses DO count in the GPA calculation.

**Quantitative/Pace (cumulative attempted vs. earned hours)**

Students must earn at least 67% of their cumulative combined credit hours attempted. Courses with grades of F, I, W, and FN and repeat courses count as hours attempted, but do not count as earned. Transfer hours accepted by the college for credit are counted as attempted AND earned. Remedial courses DO count in the quantitative calculation. The 67% rate is determined by dividing the cumulative number of earned credit hours by the cumulative number of attempted credit hours. The result will be rounded to the closest whole number.

**Maximum Time Frame (150%)**

Students are expected to graduate within 150% of the published length of their educational program. For example, majors requiring 60 hours will be allowed to receive financial aid for up to 90 attempted hours (60 x 1.5 = 90). The total number of credits required for completion varies by program. All attempted hours used for the qualitative measure are used for maximum time frame. A recalculation MAY be made for credit that does not apply if a student changes majors or degree programs. This recalculation may be made for maximum time frame only.

Once a determination is made that it is not possible to complete a degree within the maximum time frame, the student’s aid will be terminated. An appeal accompanied by an academic plan may be submitted to the financial aid office and then forwarded to the Appeals Committee for consideration.

**Academic Amnesty/Fresh Start**

Per federal student aid program regulations, these programs do not relate to SAP and courses are not excluded from the calculations.

**Repeating Coursework**

Students may repeatedly receive financial aid for failing the same course. However, these credit hours continue to count in **Qualitative, Quantitative,** and **Maximum Time Frame** calculations. A student may receive financial aid only ONCE again for a previously passed course. These credit hours also count in the **Qualitative, Quantitative,** and **Maximum Time Frame** calculations.

TERMINOLOGY

**FINANCIAL AID WARNING**

A student who fails to meet SAP (excluding maximum time frame) at the end of a term or semester will be placed on financial aid warning, not to exceed one term or semester. During this one term or semester, the student may receive financial aid despite not meeting SAP standards. However, at the end of the financial aid warning period, the student must meet SAP standards or will be suspended from further financial aid until SAP standards are met or the student appeals and that appeal is approved.

**FINANCIAL AID SUSPENSION**

A student becomes ineligible for all student aid funds if a SAP review indicates he or she does not meet one or more of the requirements, following either a warning period or by earning a 0.0 GPA at the completion of a term.

Students can regain financial aid eligibility by taking and paying for those classes out of pocket, leading to meeting SAP standards on their own.

**FINANCIAL AID PROBATION**

The status assigned to a student who fails to meet SAP standards, has appealed and had the appeal approved. This student may receive financial aid for one enrollment period or meet the terms of the approved appeal at the end of the following enrollment period in order to continue receiving financial aid.

Academic performance of students on financial aid probation is monitored at the end of each term until the student is no longer violating SAP standards. Students who violate their probation status will be placed back in financial aid suspension. See above.

REINSTATING FINANCIAL AID: THE APPEAL PROCESS

Should the student feel that there are extenuating circumstances related to his/her failure to meet the above satisfactory academic progress standards, he or she may appeal for possible re-instatement. Students who are not satisfied with the decision of the Appeals Committee have the right to appeal the decision with the Director of Financial Aid. The Director’s decision will be final. Students have until the published deadline date put forth by the financial aid office each term to file a SAP appeal request and submit the required supporting documentation of extenuating circumstances. The Financial Aid Suspension Appeal form includes instructions on required documentation and is available in the financial aid office or on the college’s website. Students who have received approval of their appeal will be required to follow an academic plan on file and may only earn grades of A, B or C for the remainder of their studies at the college to receive aid. Grades of D, F, FN, W or I will result in immediate financial aid suspension. Students may not have more than three financial aid appeals while enrolled at the college

AVAILABILITY OF SAP POLICY

The SAP policy is available to students on the financial aid website. Office staff may also print copies of the policy for students in the office if a request is made. The policy is updated as needed or whenever changes in regulations occur.