

Satisfactory Academic Progress (SAP) Policy

Federal and state regulations governing student financial aid programs require the college to ensure that each student who is receiving financial aid maintains Satisfactory Academic Progress (SAP) toward the student's degree.

The SAP check occurs after grades are posted each academic year. Failure to meet the standards of Satisfactory Academic Progress may disqualify a student from additional federal, state and institutional financial aid.

A student may appeal the non-satisfactory academic progress status and be placed on probation for financial aid purposes.

Satisfactory Academic Progress Requirements

To remain eligible for financial aid, students must meet the following requirements:

- Undergraduate cumulative GPA of 2.0 or graduate cumulative GPA of 3.00 (2.3 for Law).
- Earn 67 percent of attempted credits -- an "attempted credit" is defined as any credit the student remains enrolled in *after* the add/drop period, including credits the student withdraws from each term. Courses with an F, I, IP, U, or W grade do not count as earned credits.
- Attempt no more than 150 percent of the credits required to complete an academic program.

Maximum Time Frame for Receiving Aid

A student has a limited time frame to complete all degree requirements and remain eligible for financial aid. As defined by federal regulations, the maximum time frame is 150 percent of the published program length for degree completion.

The maximum number of credits a student can attempt in order to complete their program and remain eligible for financial aid.

BA (requires 128 credits) 128×150 percent = 192 max attempted credits

Graduate Programs may vary based on your program. To determine the 150 percent mark, use the total number of credits required to graduate multiplied by 150 percent.

Incompletes

While receiving an incomplete in a course or courses has no adverse effect on a student's overall GPA, note the courses a student receives an incomplete for count as attempted credits.

These attempted credits will be included in determining whether a student is making Satisfactory Academic Progress for financial aid purposes.

The Financial Aid Office may review the student's academic progress upon completion of the class to determine eligibility for future financial aid on a case-by-case basis.

Course Repeats and Non-Credit Remedial Courses

Students can repeat a course, in which the student previously earned credits no more than one time. This repeated course will be counted in the SAP calculation for the student. However, any course repeated more than one time will not be counted for SAP purposes.

Non-credit courses and non-credit remedial courses are not used for SAP purposes, as these courses are not financial aid eligible.

Course Withdrawal

While withdrawing from courses has no adverse effect on a student's overall GPA, note courses a student withdraws from *after* the add/drop period count as attempted credits.

These attempted credits will be included in determining whether a student is making Satisfactory Academic Progress for financial aid purposes.

Appeal Process

Students who are not making SAP are considered ineligible to receive financial aid. Students may appeal for reconsideration of eligibility for financial aid for one semester.

Failure to maintain the minimum GPA or failure to complete 67 percent of credits attempted for establishing Satisfactory Academic Progress may be due to circumstances beyond the student's control. If such mitigating circumstances can be documented for the specific term(s) when the progress standards were not met, the student may submit a completed SAP Appeal with all required documentation.

An appeal must be based on significant mitigating circumstances that seriously affected the student's academic performance.

Examples of possible mitigating circumstances are:

- Extenuating medical circumstances
- Extenuating personal circumstances
- Death in the immediate family

To appeal for reconsideration due to significant mitigating circumstances, students must submit the following:

- A detailed letter explaining the circumstances that caused failure to meet the minimum academic requirements for financial aid and what has changed to now allow the student to be successful
- Supporting documentation of the circumstances cited, e.g. medical documentation
- A plan of action detailing how the student will reach degree completion
- A supporting statement from someone with knowledge of the situation (preferably someone in a professional capacity). Note: statements from roommates, friends, and family members are typically not adequate for an appeal
- Students who have attempted more than 150 percent of the required credits for program completion may also appeal for reconsideration. To appeal due to excessive credits attempted, students must submit the following:
 - A detailed letter explaining the reason for excessive credits attempted
 - An academic plan approved by your academic advisor demonstrating how you will achieve program completion

The Financial Aid Director will review the appeals. The decision will be based on the individual circumstances as detailed on the form, letter of explanation, supporting documentation, and approved academic plan.

Submission of the SAP appeal does not guarantee approval. Students are responsible for payment of their tuition and any late fees they may incur regardless of the appeal process.

Probation

If a student's SAP appeal is approved, he or she will be placed on financial aid probation for the period of one semester. At the end of the semester, the Financial Aid Director will review the student's academic performance to determine if the student met the obligations of their appeal. These obligations include;

- Equivalent of full-time earned credits for the semester
- Maintain a 2.0 GPA or higher for the semester (3.0 for graduate students, 2.3 for law students)

If the student does not meet these obligations at the end of the semester, the student will lose financial aid eligibility. The student may stay on probation until he or she meets SAP standards, while continuing to meet the obligations of their probation status.

No Appeal

Students may choose to not appeal their SAP status. In this case, the student will not receive financial aid for the period in which the student is not making SAP. Financial aid eligibility may be reinstated upon completion of a minimum of full-time credits within one semester (must be transferable if completed at another institution) with a minimum 2.0 GPA (3.0 for graduate students, 2.3 for law students).

In addition, if a student does appeal, and is denied, or appeal is approved, but student fails to meet obligations of appeal, financial aid eligibility may be reinstated upon completion of a minimum of full-time credits within one semester (must be transferable if completed at another institution) with a minimum 2.0 GPA (3.0 for graduate students, 2.3 for law students).