

# Satisfactory Academic Progress (SAP)

Requirements for Receipt of Financial Aid

# Objectives

Upon completion of this session, you will be able to:

- Answer students' questions and advise them on academic progress requirements for receiving federal and state financial aid
- Articulate the SAP requirements that affect all students

# Agenda

- Federal Institutional Requirements (in order to receive state and federal financial aid)
  - Qualitative
  - Quantitative (Annual)
  - Maximum Time Frame
  - Pace
- SAP Review Process
  - Mid-Year Review
  - Annual Review Process
  - Notifications
  - Appeal Process
  - End-of-semester monitoring for approved appeals

# Qualitative Requirements

## Cumulative Grade Point Average (GPA)

- All students are required to maintain a minimum cumulative GPA.
- For undergraduate students, the minimum GPA is established by federal regulations and is 2.0.
- For all other students, the minimum overall cumulative GPA is established based on the minimum requirements of each program.

# Quantitative

- Credit hours successfully completed for the academic year (based on all credits attempted)
- For all programs, all students must complete at least 66.7% (2/3) of all credits attempted annually.

# Maximum Time Frame

- All students are eligible to receive aid for up to 150% of the credits required for their program.
- This requirement is the same for undergraduate, master's, specialist, doctoral, and professional students
- All credits taken at the university including, but not limited to, credits accepted for transfer and repeat courses, regardless of academic level, will be counted. A student will start fresh for maximum time frame **only** from the point in time when a degree or certificate has been conferred.

# Pace

Pace is calculated annually to determine whether the student is making the necessary progression toward degree completion within the maximum time frame. If it becomes mathematically impossible for the student to complete his or her degree requirements within the maximum allowable time frame, the student may no longer receive financial aid.

Pace is calculated as follows:

$$\frac{\text{Cumulative \# of Hours Successfully Completed per Degree Level}}{\text{Cumulative \# of Hours Attempted per Degree Level}}$$

**NOTE:** All coursework within academic degree level (undergraduate, graduate, professional, doctoral), including, but not limited to, repeat courses, credits accepted for transfer, is included in the calculation.

# SAP Review Process

- Mid-Year SAP notifications sent to notify students who may not be meeting SAP:
  - Three semester programs (fall/winter/summer)      January
  - Three semester programs (summer/fall/winter)      September
  - Four term programs      January
  - Two semester programs      January
- Federal institutional SAP will be evaluated once each academic year and include all semesters/terms.
- There are no make-up terms for SAP deficiencies.



## SAP Review Process (*continued*)

- For four-term programs, the beginning of the evaluation period will be the summer term (e.g., 201710). Review takes place through the spring term (e.g., 201740).
- For three-term programs, the evaluation period will be the fall term (e.g., 201720) through the summer term (e.g., 201750).
- For all three-term programs that begin in the summer term (201650 or 201710), SAP will be reviewed at the end of the winter (201730) term for the summer, fall, and winter terms.
- For students who fail SAP, there are no make-up terms. Students will have to enroll and pay their costs on their own, and then be reconsidered after the next evaluation period. If applicable, students may file an Appeal.

# SAP Review Process *(continued)*

## Appeal Process

- Generally, students are only eligible to receive aid for one approved appeal.
- Students who have failed SAP can file an appeal if they have extenuating circumstances. They must:
  - Complete the “Satisfactory Academic Progress Appeal” form.
  - Write letters detailing any mitigating circumstances beyond their control. The letters must include what caused the SAP failure, and what has changed that will allow the students to meet the SAP requirements at the next evaluation.
  - Supporting documentation to verify their circumstances.
  - Provide physician’s notes, if the appeal is based on medical conditions.
    - In accordance with HIPAA privacy rules, requests for documentation should never include medical records or copies of prescriptions.

## **SAP Review Process** *(continued)*

- If it is not possible for a student to meet all SAP requirements in one semester/term, the student must submit the appeal with an academic plan developed between the student and academic advisor.
- All of the information will be reviewed by two ESS staff members. If the staff members do not agree on a decision, a third person will review to break the tie. The student will be notified of either an approval or denial.
- The student's academic progress must be monitored each semester/term covered under the academic plan or after the probationary semester/term (for students who can meet SAP in one semester/term), to ensure that progress is being made and/or the conditions of the academic plan are being met.
- If the student fails the probationary semester/term or academic plan, he or she must wait for the next evaluation period to verify if SAP is being met at that time. Loss of aid due to this cannot be appealed.

## **SAP Review Process** *(continued)*

- If the SAP appeal is denied, the student can request a secondary review by the University Appeals Committee, either by email or faxed/mailed letter.
- The decision of the University Appeals Committee is final.

You're going to make a difference. A lot of times it won't be huge, it won't be visible even. But it will matter just the same.

- Commissioner James Gordon

# Contact Information

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