Satisfactory Academic Progress (SAP)

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Enrollment and Student Services

Summit 2017

Course Objectives

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

- Advise and answer questions and inquiries as to academic progress requirements for receiving federal and state financial aid.
- Learn the SAP requirements that affect all students

Agenda

- Federal institutional requirements (must be met to receive state 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 ertificate has been conferred.

Pace

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

Pace is calculated as follows:

<u>Cumulative # of Hours Successfully Completed per Degree Level</u>

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 includes 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) 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 re-considered 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.

- A student who has failed SAP can file an appeal if they have extenuating circumstances. They must:

  o complete the "Satisfactory Academic Progress Appeal" form.

  o write a letter detailing any mitigating circumstance beyond the student's control. The letter must include what caused the SAP failure and what has changed that will allow the student to meet the SAP requirements at the next evaluation.

  o supporting documentation to verify their circumstances

  o provide a physician's note and/or records, if the appeal is based on medical conditions.
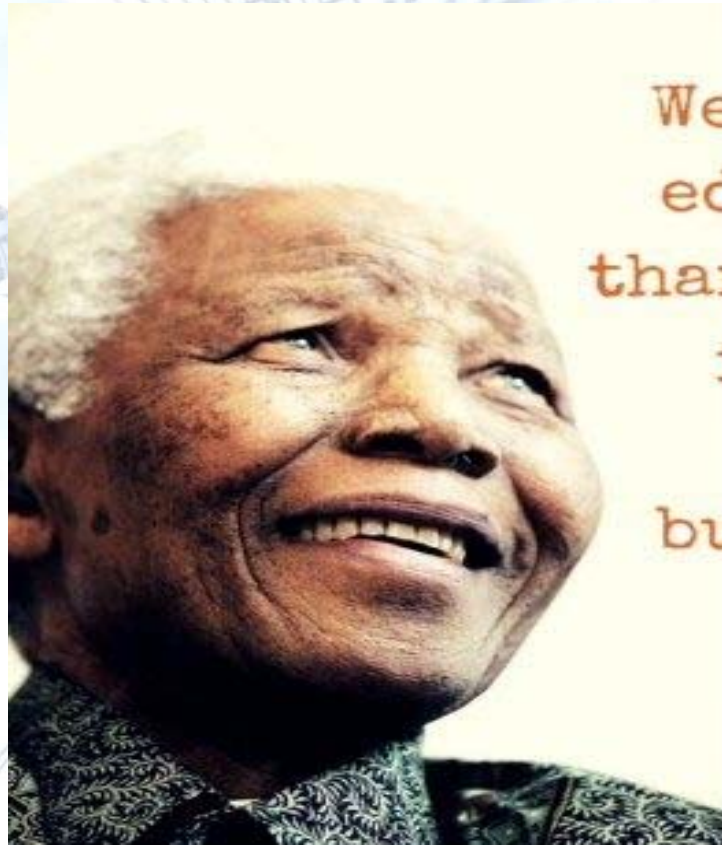
SAP Review Process *-continued*

- If it is not possible for a student to meet all SAP requirements in one term, the student must submit the appeal with an academic plan developed between the student and academic advisor.

- The student's academic progress must be monitored for each term covered under the academic plan (for students who cannot meet SAP within one semester/term) or after their probationary 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 term or academic plan, he/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.

We all know that education, more than anything else, improves our chances of building better lives.

Nelson Mandela

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