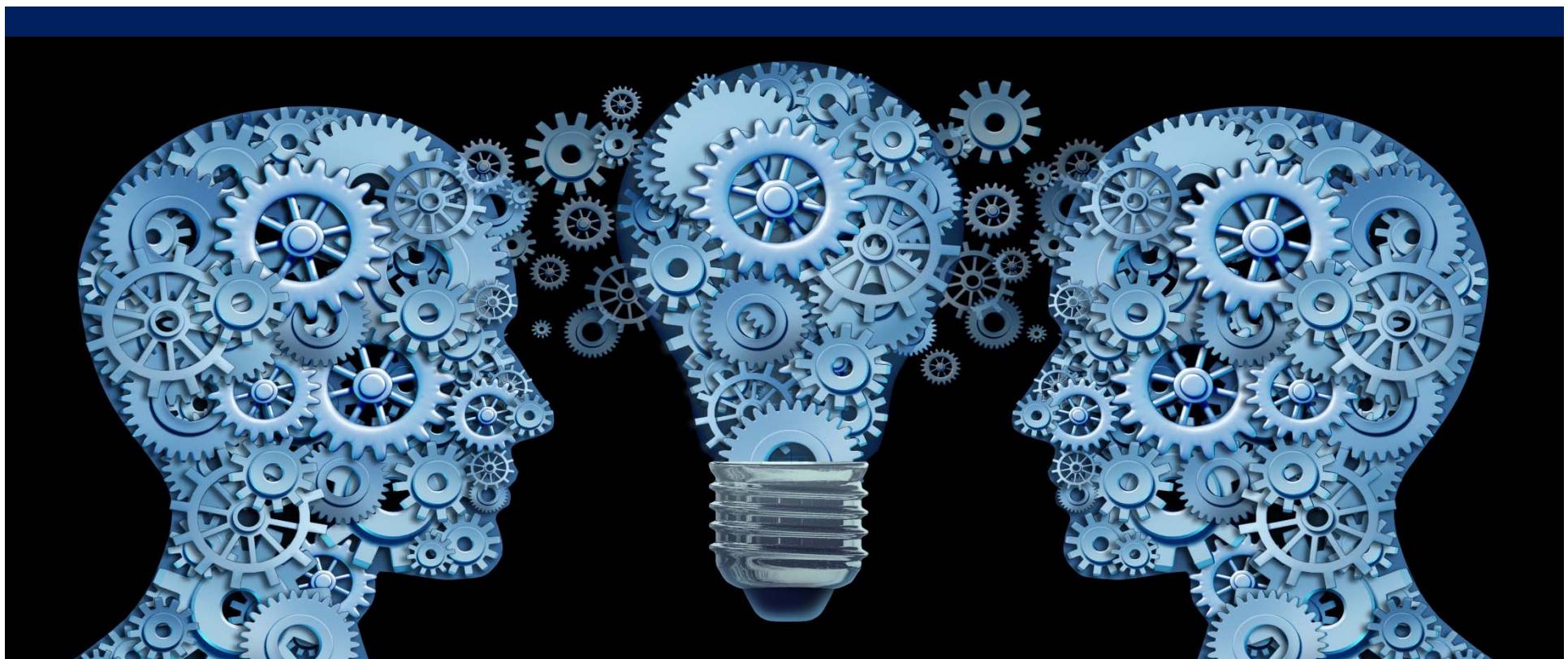


Satisfactory Academic Progress (SAP)

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Manager



Objective

Upon completion of this presentation,
you will know:

- Current SAP criteria student must maintain
- How to advise and answer questions and inquiries regarding academic progress requirements for receiving federal and state financial aid.
- SAP requirements that affect all students, appeal process, and the academic advisor's role



Satisfactory Academic Progress (SAP)

- Federal institutional requirements
(must be met to receive state financial aid)
 - Qualitative
 - Quantitative (Annual)
 - Maximum Time Frame
 - Pace



Satisfactory Academic Progress (SAP)

- 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 Requirements

- 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 Requirements

- 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.



Maximum Time Frame Requirements

- 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 Requirements

- 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 Requirements

- 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



SAP Review Process

- 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

- For four-term programs, the beginning of the evaluation period will be the summer term (e.g. 201810) through the spring term (e.g. 201840)
- For three-term programs, the evaluation period will be the fall term (e.g. 201820) through the summer term (e.g. 201850).



SAP Review Process

- For all three-term programs that begin in the summer term (201750) SAP will be reviewed at the end of the winter (201830) 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

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.



SAP Review Process

- They must:
 - Complete the “Satisfactory Academic Progress Appeal” form.
 - 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.
 - Supporting documentation to verify their circumstances
 - Provide a physician’s note and/or records, if the appeal is based on medical conditions.



SAP Review Process

- 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.



SAP Review Process

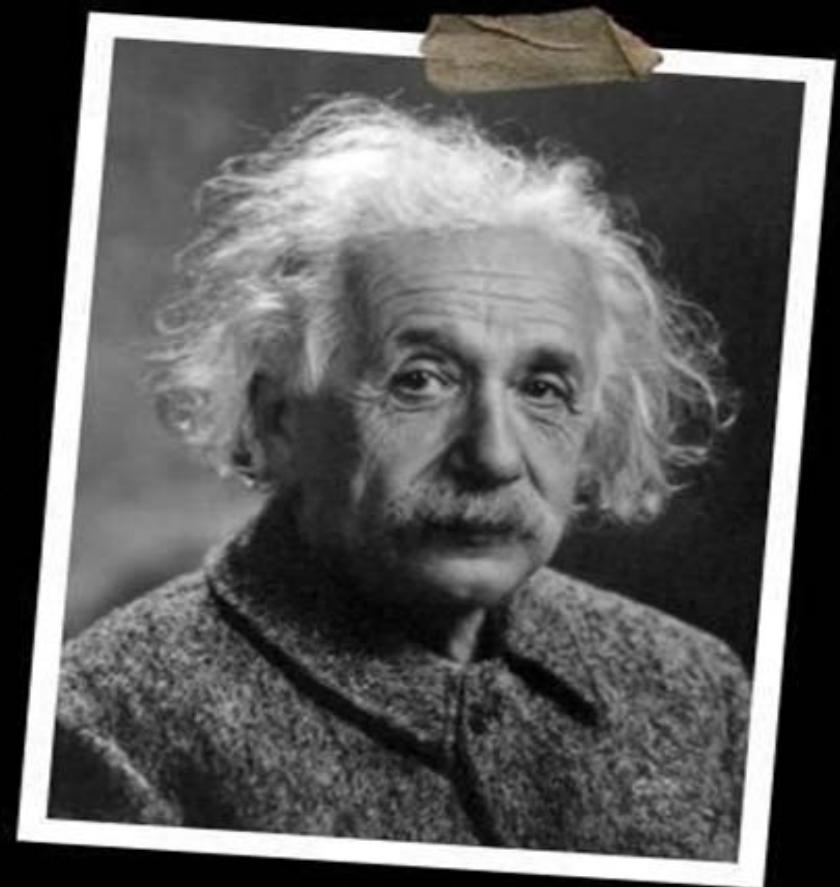
- If the student fails the probationary term or academic plan, he/she must wait for the next evaluation period to verify if SAP is being met at that time. Loss of aid due to this cannot be appealed.
- If the SAP appeal is denied, the student can request a secondary review by the University Appeals Committee, either by email or faxed/mailed letter.
- The decision of the University Appeals Committee is final.



Innovation Quote

**"Education is not
the learning of
facts, but the
training of the mind
to think."**

-Albert Einstein



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