

# **Satisfactory Academic Progress (SAP) Policy – 2 Year Program**

Satisfactory Academic Progress (SAP) is the process used to determine if a student is making acceptable progress toward a degree or certificate.

A student's failure to meet any of the three required SAP standards listed below may result in loss of federal aid eligibility.

A student may take courses without federal aid in order to regain passing SAP.

## **Requirements for SAP include GPA, PACE and Maximum Time Frame**

### **1. SAP Cumulative Grade Point Average (GPA)**

- a. Students must maintain a certain SAP GPA based on **ALL** credit hours attempted.

|                               |                           |                            |                            |
|-------------------------------|---------------------------|----------------------------|----------------------------|
| Degree Credit Hours Attempted | <b>9 – 24<br/>Credits</b> | <b>25 – 47<br/>Credits</b> | <b>48 – 96<br/>Credits</b> |
| Required SAP GPA              | <b>1.5</b>                | <b>1.75</b>                | <b>2.0</b>                 |

- b. All students (both FT & PT) must have a 2.0 SAP GPA by the end of the second year of attendance in order to maintain a passing SAP GPA.
- c. **ALL** courses taken, including those removed for Fresh Start are counted toward SAP GPA.
- d. Developmental coursework is **NOT** counted toward SAP PACE
- e. Students may retake any previously passed course **ONCE**
- f. Incomplete (I) grades will be counted toward attempted credits but not counted toward completed credit hours. Once the Incomplete (I) grades are changed to a letter grade, the student **MUST** notify the Financial Aid Office in order to recalculate SAP.

### **2. SAP PACE**

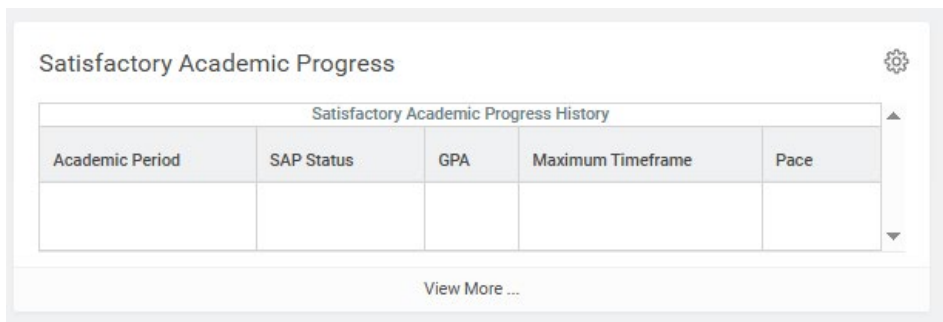
- a. SAP PACE is a measure of how quickly a student is progressing through their program of study.
- b. A student's SAP PACE is calculated by dividing the total number of credits a student has earned by the total number of credits they've attempted.
- c. Students must complete (with passing grades) at least two-thirds (or 66%) of **ALL** attempted credit hours.
- d. Grades of **F, W or I** are **NOT** passing grades and **NOT** considered achieved
- e. Transfer credits **ARE** counted toward SAP PACE as both attempted and completed courses.
- f. **ALL** courses taken, including those removed for Fresh Start, or those not in the student's course of study, are counted toward SAP PACE
- g. **ALL** repeat courses **ARE** counted towards SAP PACE
- h. Developmental coursework is **NOT** counted toward SAP PACE
- i. Failed courses may be retaken until passed, however **ALL** of them will be counted toward PACE.

|                               |                           |                            |                            |
|-------------------------------|---------------------------|----------------------------|----------------------------|
| Degree Credit Hours Attempted | <b>9 – 24<br/>Credits</b> | <b>25 – 47<br/>Credits</b> | <b>48 – 96<br/>Credits</b> |
| Minimum Pace                  | <b>66%</b>                | <b>66%</b>                 | <b>67%</b>                 |

### 3. SAP Maximum Time Frame

- a. SAP Maximum Time Frame is the maximum time allowed for completion of a degree.
- b. Is it calculated by multiplying your required number of credits needed for completion by 150% (multiply the total credit hours needed for the program by 1.5)
  - i. For example: If a program requires 60 credits to complete, after 90 credit hours **attempted** the student is no longer eligible for federal aid ( $60 \times 1.5 = 90$ ).
  - ii. For example: If a program requires 70 credits to complete, after 105 credit hours **attempted** the student is no longer eligible for federal aid ( $70 \times 1.5 = 105$ ).
- c. Developmental coursework is **NOT** counted toward time frame

Student SAP status can be viewed by a student on the Finances Tab in Workday and looks like this:



The screenshot shows a table titled "Satisfactory Academic Progress History" with the following columns: Academic Period, SAP Status, GPA, Maximum Timeframe, and Pace. Below the table is a "View More ..." link.

| Academic Period | SAP Status | GPA | Maximum Timeframe | Pace |
|-----------------|------------|-----|-------------------|------|
|                 |            |     |                   |      |

View More ...

### SAP Review Process

- Associate degree programs are evaluated once per year and the end of the Spring semester (or Summer if enrolled)
- **If a student does not meet the SAP GPA, SAP PACE or SAP Maximum Time Frame standard, the student is notified of a failure and given the opportunity to appeal.**
- A student can appeal the loss of federal financial aid if mitigating circumstances occurred during the term in which the student failed to meet SAP requirements.
- **The appeal is an action item in a student's workday inbox.**
- The appeal must indicate the reasons for unsatisfactory achievement, how those circumstances are not resolved, and plans for improvement.
- **Students can only appeal once in their academic career.**
- **Support documents/letter of support are REQUIRED for submission of an appeal.**

If the appeal is approved, the student will be placed on **Probation** for the following semester.

### During Probation:

- A student **MUST** have completed all registered courses with a passing grade; grade F, W or I are **NOT** passing grades.
- **Students are required to have a 2.0** during the semester they are on probation (Not overall GPA, just that semester)
- **If a student withdraws from a course after add/drop period, they will automatically fail probation and no longer be eligible for federal financial aid.**

# Satisfactory Academic Progress (SAP) Policy – Certificate Program

- Certificate programs are evaluated at the end of every period of enrolment (Fall, Spring, Summer)

## Requirements for SAP include GPA, PACE and Maximum Time Frame

### 1. SAP Cumulative Grade Point Average (GPA)

- a. Students must maintain a certain SAP GPA based on **ALL** credit hours.

|                               |                       |                        |
|-------------------------------|-----------------------|------------------------|
| Degree Credit Hours Attempted | <b>9 – 24 Credits</b> | <b>25 – 45 Credits</b> |
| Required SAP GPA              | <b>1.5</b>            | <b>2.0</b>             |

- b. All students (both FT & PT) must have a 2.0 SAP GPA by the end of the second year of attendance in order to maintain a passing SAP GPA.
- c. **ALL** courses taken, including those removed for Fresh Start are counted toward SAP GPA.
- d. Developmental coursework is **NOT** counted toward SAP PACE

### 2. SAP PACE

- a. SAP PACE is a measure of how quickly a student is progressing through their program of study.
- b. A student's SAP PACE is calculated by dividing the total number of credits a student has earned by the total number of credits they've attempted.
- c. Students must complete (with passing grades) at least two-thirds (or 66%) of **ALL** attempted credit hours.
- d. Grades of **F, W or I** are **NOT** passing grades
- e. Transfer credits **ARE** counted toward SAP PACE as both attempted and completed courses.
- f. **ALL** courses taken, including those removed for Fresh Start, or those not in the student's course of study, are counted toward SAP PACE
- g. **ALL** repeat courses **ARE** counted towards SAP PACE
- h. Developmental coursework is **NOT** counted toward SAP PACE
- i. Failed courses may be retaken until passed, however **ALL** of them will be counted toward PACE.

|                               |                       |                        |
|-------------------------------|-----------------------|------------------------|
| Degree Credit Hours Attempted | <b>9 – 24 Credits</b> | <b>25 – 45 Credits</b> |
| Minimum Pace                  | <b>66%</b>            | <b>67%</b>             |

### 3. Maximum Time Frame:

- a. SAP Maximum Time Frame is the maximum time allowed for completion of a degree.
- b. Is it calculated by multiplying your required number of credits needed for completion by 150% (multiply the total credit hours needed for the program by 1.5)
  - i. For example: If a program requires 60 credits to complete, after 90 credit hours **attempted** the student is no longer eligible for federal aid ( $60 \times 1.5 = 90$ ).
  - ii. For example: If a program requires 70 credits to complete, after 105 credit hours **attempted** the student is no longer eligible for federal aid ( $70 \times 1.5 = 105$ ).
- c. Developmental coursework is **NOT** counted toward time frame