


PROCEDURE

Subject	STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) Policy <small>Page 1 of 4</small>	Number: 6HX14-4.06.01
Source	Vice President of Business and Administrative Services	Reference (Rule #) 6HX14-4.06
President's Approval/Date: 4/26/11		

This policy is effective with the start of the Fall 2011 term. The policy revision is necessary for the State College of Florida to be compliant with new federal regulations released in October 2010.

Introduction:

To receive funds administered by the Financial Aid Office at the State College of Florida, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both qualitative and quantitative academic progress as well as completion of the degree or certificate objective within 150% of the normal time frame.

All enrollment periods will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement. The student's entire academic history will be considered when determining SAP status. This includes all transfer credits reflected on the State College of Florida transcript.

Guidelines for Academic Progress:

The academic year at the State College of Florida consists of fall, spring and summer enrollment periods. Fall begins the academic year and summer concludes it. The measurement of SAP is made at the end of each enrollment period and the status is effective with the next enrollment period.

If a student changes majors or academic programs, all attempted and credit hours reflected on the State College of Florida transcript will be included in the qualitative, quantitative, and normal time frame measurements.

Qualitative Standard:

The qualitative component measures the quality of the student's academic progress through a semester review of the student's cumulative grade point average (GPA).

- Students must meet a qualitative standard of academic progress measured through the cumulative GPA. Students must have a minimum cumulative 2.0 GPA to meet the qualitative standard.
- The required GPA is based upon the total number of attempted (not earned) credit hours.

(Specific federal, state, institutional and external scholarships or grants may require a higher GPA for continued eligibility. This is a separate and distinct factor for renewing or continuing eligibility for these specific funds. The GPA requirement for specific scholarships or grants supersedes those above. Information on the terms and conditions of specific financial aid programs that have GPA requirements are provided to the student at the time the award is offered.)

Quantitative Standard:

Students must meet a quantitative standard of academic progress measured by a percentage completion rate.

- Students must successfully complete 67% of all attempted credit hours to graduate within 150% of the normal time frame.
- The calculation is made as follows:
 - $\text{Earned Credit Hours/Attempted Credit Hours}=\text{Completion Rate}$ (result rounded to the closest whole number; e.g, $17/27=70.8\%$ or rounded to 71%)
 - Courses with grades of "W", "WF", "X", "I", "U", "S", "P", "N", and "NP" are included in attempted credit hours, but are not included in earned credit hours.

Transfer coursework on the State College of Florida transcript is also included.

Maximum Time Frame for Degree Completion:

Students must obtain their degree objective within 150% of the normal time frame for degree completion.

- For example, a baccalaureate program requiring 128 credit hours, students must obtain degrees within 192 attempted credit hours ($128 \times 1.50=192$). For associate programs of 60 credit hours, students must obtain degrees within 90 attempted credit hours ($60 \times 1.50=90$).
- For certificate programs requiring 24 credit hours, students must obtain certificates within 36 attempted credit hours ($24 \times 1.50=36$).
- This maximum time frame is based upon the student degree or certificate classification in the State College of Florida academic records.

Students enrolled in an academic program with greater credit hour requirements should contact the Financial Aid Office to have a review done on a case-by-case basis. This request for review is not considered an appeal.

Students pursuing second degree programs continue to remain eligible for financial aid as long as the qualitative, quantitative and maximum time frame measurements for SAP are met.

- Financial aid eligibility is limited to no more than two associate degrees, two undergraduate degrees, and two certificates.
- Financial aid eligibility for second degree or certificate programs may not exceed two additional enrollment terms.

Students who want to pursue additional degrees or require additional enrollment terms beyond two may do so, but without financial assistance.

Effects of Developmental, Remedial, EAP, and Repeated Courses:

- Developmental, remedial, and/or EAP coursework does not count toward degree requirements; however, they are counted as earned hours and used to determine academic grade level or classification. Thus, these courses are calculated in the quantitative and maximum time frame measures.
- Students who have taken developmental, remedial, and/or EAP coursework that affect maximum time frame eligibility should contact the Financial Aid Office to have a review done on a case-by-case basis. This request for review is not considered an appeal.
- Financial aid may be used for no more than 30 developmental, remedial, and/or EAP credit hours. Developmental, remedial and/or EAP credit hours beyond 30 cannot be used to establish enrolled hours for financial aid purposes.

- A student may count a repeated course with a "D" or better grade only once for establishing financial aid enrollment status. Repeated courses with other grades may be used to establish enrollment status, but will affect the qualitative, quantitative, and time frame measures.

Warning Period:

A student who fails to meet SAP(excluding maximum time frame) at the end of an enrollment period will be automatically placed on "warning", not to exceed one enrollment period.

- During the "warning" enrollment period, the student may receive federal financial aid despite the determination that the student is not meeting SAP standards.
- The student must meet SAP standards at the end of the warning period. If not, financial aid eligibility will be suspended until such time the student meets the SAP standards or the student may appeal. However, an appeal does not ensure that federal financial aid eligibility will be reinstated.
- For denied appeals, the student must pay for any additional enrollment after the warning period through personal or private funds until such time that the SAP policy standards are met.

Probation Period:

"Probation" is the status assigned to a student who fails to meet SAP standards, appealed and had financial aid eligibility reinstated.

- A student on financial aid "probation" may receive financial aid for one enrollment period. At that point, the student must meet SAP standards or meet the requirements of an individual academic plan developed in conjunction with an academic advisor.

Appeal Process:

There may be extenuating circumstances encountered by a student which impacts their ability to be successful during an enrollment period.

- These circumstances include personal injury or illness which occurs during an enrollment period; death of an immediate family member during an enrollment period, or other documented circumstances that were unexpected in nature and beyond control of the student.
- In these cases, cumulative grade point average and/or completion rate may decline resulting in the student not meeting the minimum qualitative and/or quantitative SAP policy standards.

If this occurs and the student wishes to appeal suspension from financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted to the Financial Aid Office.

- The appeal must include appropriate documentation of the circumstance encountered that led to the appeal and what has changed that will allow the student to demonstrate successful academic progress at the next evaluation.
- If the student is able to meet the SAP policy standards within one enrollment term, the advisor section of the appeal needs to state the number of credit hours and semester GPA that the student must obtain in order to be compliant at the next assessment period.
- If the student will require more than one enrollment period to become compliant with the SAP policy standards, an academic plan must be developed which specifies the coursework and term GPA's necessary to become compliant within two enrollment periods.

- A review will be done at the end of each enrollment period to insure the student is meeting the terms of the academic plan. If the student is not meeting those terms, further financial aid eligibility will be suspended immediately.
- An academic plan to meet the SAP policy standards may not exceed two additional enrollment terms.
- Students will not be able to submit a second appeal after being granted an extension of financial aid eligibility while not compliant with the SAP policy standards. After one granted appeal, students will only be able to establish financial aid eligibility after meeting the SAP policy standards through enrollment that leads to academic improvement using personal or private funds for payment of registration and associated costs.
- In some cases, a student may not complete their degree objective within 150% of the normal time frame as a result of a change of major or academic program. If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Progress Appeal Form must be submitted with an advisor approved academic plan specifically identifying remaining coursework and the projected graduation date. Extensions of the maximum time frame may not exceed two additional enrollment terms. Extensions of time frame will not be granted to students who have less than a cumulative 2.0 GPA or less than a 67% completion rate at the time of appeal.
- An appeal must include appropriate documentation regarding the extenuating circumstance(s), what has changed that will allow the student to achieve successful academic progress at the next evaluation, and an advisor approved academic plan that will allow the student to become compliant within one or two additional enrollment terms. Incomplete appeal forms will not be reviewed.
- Appeals will be reviewed by a Financial Aid Appeals Committee comprised of a senior financial aid staff representative, a business office staff representative and a faculty representative.
- Evaluation and decision is based upon the information provided in the student appeal and advisor forms. Students will be notified of the decision of the review committee by e-mail.
- The decision of the review committee is final.

If an appeal is denied, the student is no longer eligible for further financial aid from the State College of Florida until such time the student becomes compliant with the SAP policy standards.